

PCS Claim – Member Travel Only

Overview

Introduction

This guide provides procedures for entering a PCS claim in TPAX when just the member is traveling.

Use the Member Travel Only guide to complete a basic claim. Click on the various links on the next page for additional details for your specific scenario.

Scanning Documents

It is important to upload ALL supporting documentation to the PCS claim/settlement. All documents should be scanned into a single PDF file. PPC can't open anything other than a PDF. Some of the required items include the following:

- Signed PCS Orders
 - Lodging Receipts with proof of payment (for TLE reimbursement)
 - Airfare/AdTrav Fee Receipts
 - Alaska Marine Highway Itinerary (mandatory if taking the ferry)
 - Receipts for all items over \$75
-

Maximum Amount Payable

Remember that the maximum TPAX will pay for a PCS claim is equivalent to the fastest driving route from the old Permanent Duty Station (PDS) to the new PDS. You can take any route or method of transportation, but keep in mind that is the maximum amount payable.

CG Finance Center

The Coast Guard Finance Center (FINCEN) processes the following:

- Personally Procured Moves (PPM)
- Privately Owned Vehicle (POV) Shipment
- POV Storage
- Temporary Lodging Allowance (TLA) Claims

Do **NOT** send these items to PPC. They will be returned and you will only prolong payment.

Flying

If any part of your PCS travel involves flying, **ALWAYS** pick TP-Government Procured Plane vice CP – Commercial Plane to ensure the system will pay out correctly.

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Overview, Continued

Travel Time Chart

This chart determines how many travel days are authorized based on miles driven.

Number of Miles Driven	Number of Travel Days Authorized
400 or less	1
401-750	2
751-1100	3
1101-1450	4
1451-1800	5
1801-2150	6
2151-2500	7
2501-2850	8
2851-3200	9
3201-3550	10
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Member Travel Only



Introduction

This guide provides the procedures for a member traveling alone. Use this guide to complete a basic claim. Click on the various links on the overview page for additional details for your specific scenario.

This example shows a member without dependents traveling via a privately owned vehicle from one CONUS Permanent Duty Station (PDS) to the next CONUS Permanent Duty Station (PDS).

Procedures

See below.

Step	Action
1	<p>Once logged into TPAX, click Create New.</p> 
2	<p>Click Settlement Request.</p> 

Continued on next page

Member Travel Only, Continued

Procedures,
continued

Step	Action						
3	<p>Enter the Travel Order Number (TONO) from the Direct Access (DA) PCS Orders, then click OK.</p> <div><div>COASTIE, JODY</div><div>Travel Order Selection</div><div>View: Traveler</div><div>Settlement</div><div><div>TONO: 1217G96PRA4YV000</div><table><tr><th>Order Number</th><th>Category</th><th>Start Date</th><th>End Date</th><th>Who Created Obl.</th><th>Date Obl.</th></tr></table><div>Select an existing order or enter a new order number with which you wish to work and then click the OK button</div><div>OKCancelHelp</div></div></div>	Order Number	Category	Start Date	End Date	Who Created Obl.	Date Obl.
Order Number	Category	Start Date	End Date	Who Created Obl.	Date Obl.		
4	<p>Select your Grade/Rank from the drop-down. Select PCS from the Type of Order drop-down.</p> <div><div>COASTIE, JODY</div><div>Travel Order</div><div>View: Traveler</div><div><div>* Grade/Rank: E4</div><div>* Order Number(s): 1217G96PRA4YV000</div><div>* Type of Order: Normal Doc Type 13 Invitational PCS Local</div></div></div>						

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Member Travel Only, Continued

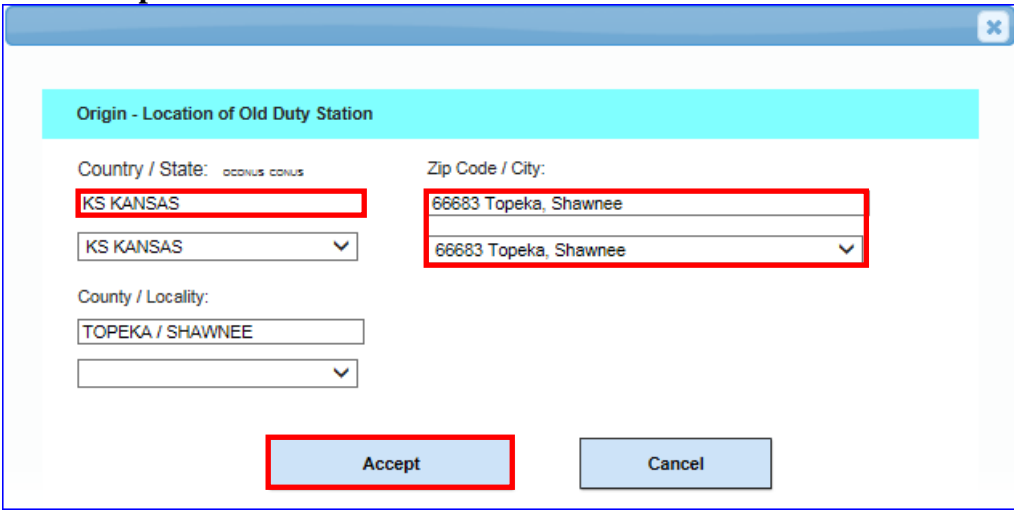
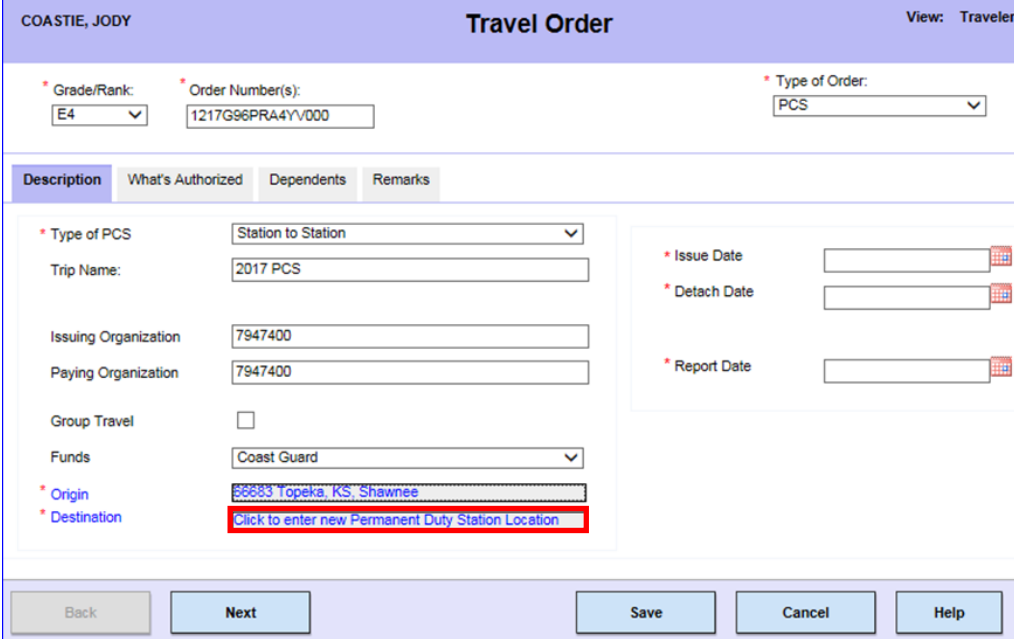
Procedures,
continued

Step	Action
5	<p>Select the Type of PCS option that best describes the type of PCS involved with this travel order.</p> <div><div>COASTIE, JODY</div><div>Travel Order</div><div>View: Traveler</div><div><div>* Grade/Rank: E4</div><div>* Order Number(s): 1217G96PRA4YV000</div><div>* Type of Order: PCS</div></div><div><div>Description</div><div>What's Authorized</div><div>Dependents</div><div>Remarks</div></div><div><div>* Type of PCS Type of PCS</div><div>Trip Name:</div><div>Issuing Organization</div><div>Paying Organization</div><div>Group Travel</div><div>Funds</div><div>* Origin</div><div>* Destination</div></div><div><div>Station to Station Honorable GT 90 % Separation Dishonorable or LT 90 Separation% Retirement/Fleet Reserve Change of Home Port Home to First Duty Station In Training Travel Boot Camp to 'A' School</div><div>* Issue Date</div><div>* Detach Date</div><div>* Report Date</div></div><div><div>Back</div><div>Next</div><div>Save</div><div>Cancel</div><div>Help</div></div></div>
6	<p>Enter a Trip Name. Select the Origin link to enter the location from which travel will begin.</p> <div><div>COASTIE, JODY</div><div>Travel Order</div><div>View: Traveler</div><div><div>* Grade/Rank: E4</div><div>* Order Number(s): 1217G96PRA4YV000</div><div>* Type of Order: PCS</div></div><div><div>Description</div><div>What's Authorized</div><div>Dependents</div><div>Remarks</div></div><div><div>* Type of PCS Type of PCS</div><div>Trip Name:</div><div>Issuing Organization</div><div>Paying Organization</div><div>Group Travel</div><div>Funds</div><div>* Origin</div><div>* Destination</div></div><div><div>Station to Station</div><div>2017 PCS</div><div>7947400</div><div>7947400</div><div></div><div>Coast Guard</div><div>Click to enter Location from which travel will commence</div><div>Click to enter new Permanent Duty Station Location</div></div><div><div>Issue Date</div><div>Detach Date</div><div>Report Date</div></div><div><div>Back</div><div>Next</div><div>Save</div><div>Cancel</div><div>Help</div></div></div>

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Member Travel Only, Continued

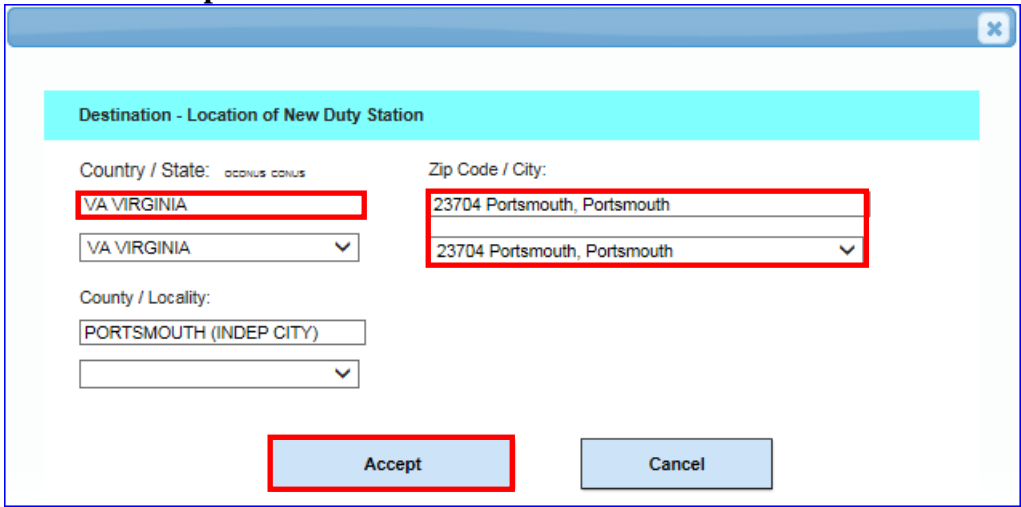
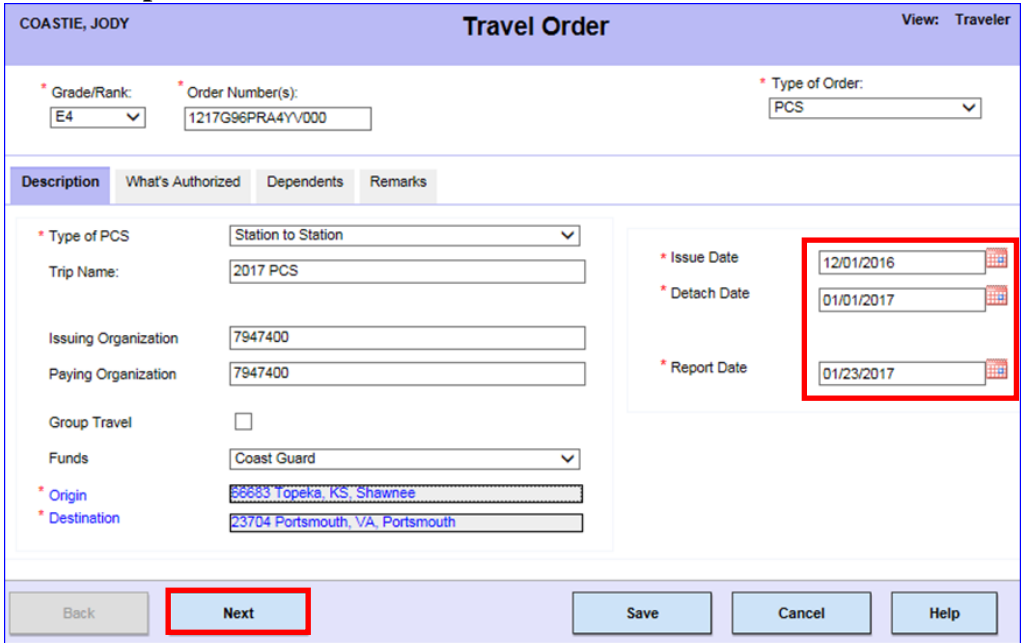
Procedures, continued

Step	Action
7	<p>When inputting locations, first type in the State and click tab. In the Zip Code/City, type in the Zip Code of the old PDS (located on the orders) to find the right location and it will fill out the county/locality for you. If the zip code does not display correctly, use the drop-down to select the correct one, then click Accept.</p> 
8	<p>Select the Destination link to enter the new Permanent Duty Station Location.</p> 

Continued on next page

Member Travel Only, Continued

Procedures, continued

Step	Action
9	<p>When inputting locations, first type in the State and click tab. In the Zip Code/City, type in the Zip Code of the new PDS (located on the orders) to find the right location and it will fill out the county/locality for you. If the zip code does not display correctly, use the drop-down to select the correct one, then click Accept.</p> 
10	<p>Next you will input the Issue Date of the orders, the Depart (Detach) Date and the Report Date in accordance with the orders. Click Next.</p> 

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Member Travel Only, Continued

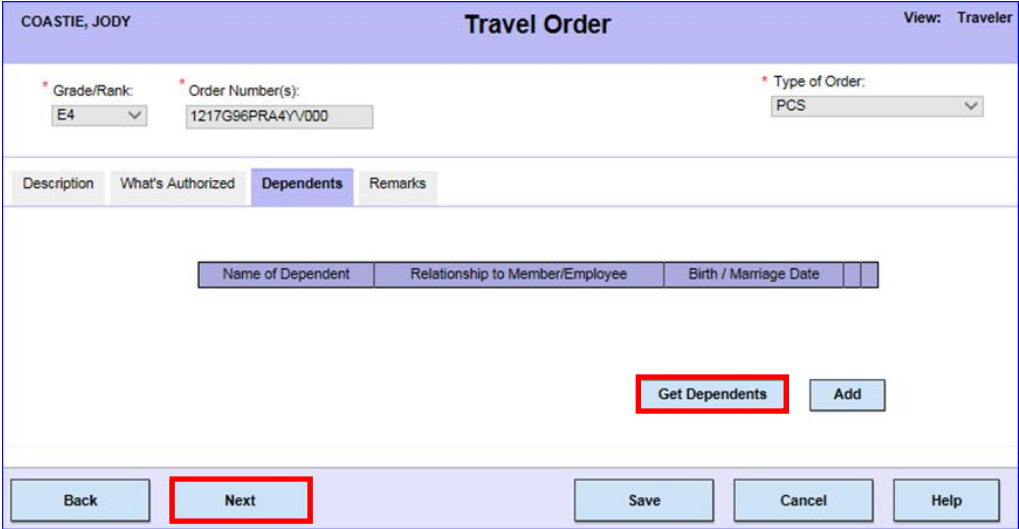
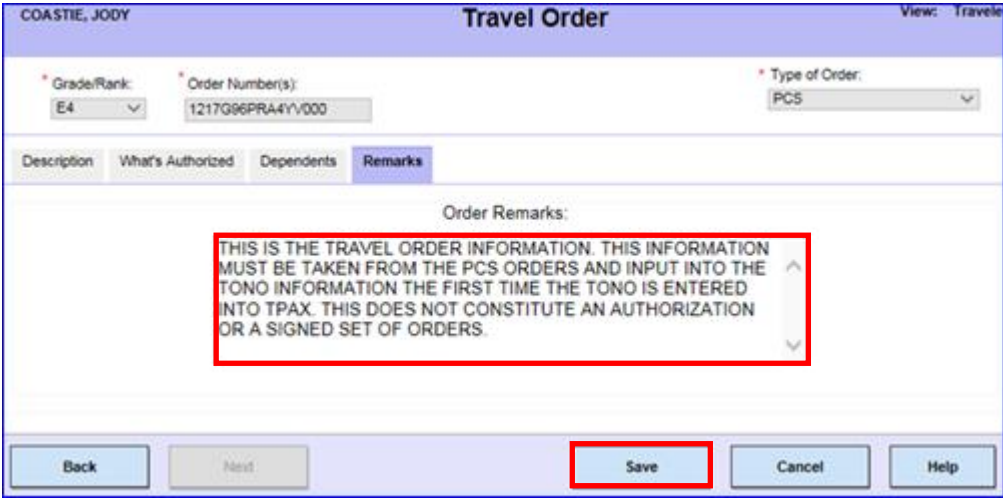
Procedures,
continued

Step	Action																
11	<p>The What's Authorized tab will display. Complete the fields using your orders from Direct Access and the chart below, then click Next.</p> <div data-bbox="336 560 1361 1090"> </div> <table border="1"> <thead> <tr> <th>Field</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Ship POV</td><td>Only used when transferring OCONUS</td></tr> <tr> <td>TLE</td><td>Check if authorized Temporary Lodging Expense</td></tr> <tr> <td>Emergency TLE</td><td>Rarely used. This is when a member can't obtain housing/quarters within 10 days of reporting. It must be approved by CG-1332.</td></tr> <tr> <td>DLA</td><td>Select the appropriate option for Dislocation Allowance. Options are None, With Dependents and Without Dependents.</td></tr> <tr> <td>Proceed Time</td><td>Check if authorized.</td></tr> <tr> <td>Separate COT Travel</td><td>Only used for Separate Consecutive Overseas Tour Travel claims.</td></tr> <tr> <td>Household Goods</td><td>This is not used at this time. Leave at default.</td></tr> </tbody> </table>	Field	Description	Ship POV	Only used when transferring OCONUS	TLE	Check if authorized Temporary Lodging Expense	Emergency TLE	Rarely used. This is when a member can't obtain housing/quarters within 10 days of reporting. It must be approved by CG-1332.	DLA	Select the appropriate option for Dislocation Allowance. Options are None, With Dependents and Without Dependents.	Proceed Time	Check if authorized.	Separate COT Travel	Only used for Separate Consecutive Overseas Tour Travel claims.	Household Goods	This is not used at this time. Leave at default.
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Member Travel Only, Continued

Procedures, continued

Step	Action
12	<p>If you have dependents that are traveling on this TONO you must enter them in at this time. To do so, click the Get Dependents button. This will automatically input any/all dependents that have been input into the system previously. If your dependents do not populate, you will need to input them yourself by clicking Add. Ensure your spouse is listed as spouse, not dependent. If you have no dependents or your dependents are not traveling with you at this time, click Next.</p> 
13	<p>Input any necessary Remarks that require further explanation. Then click Save.</p> 

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Member Travel Only, Continued

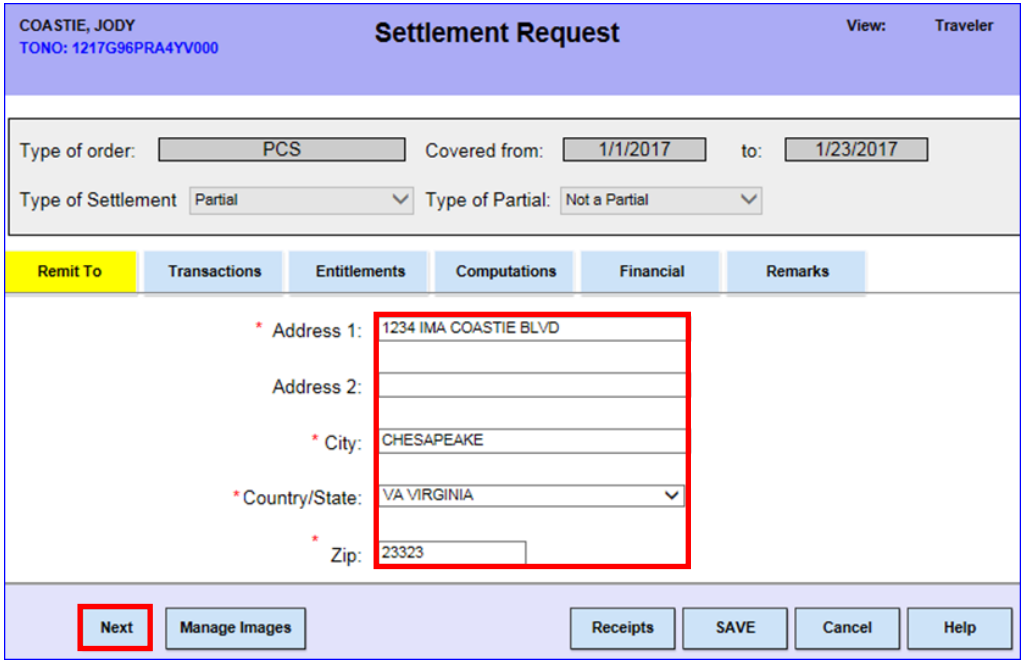
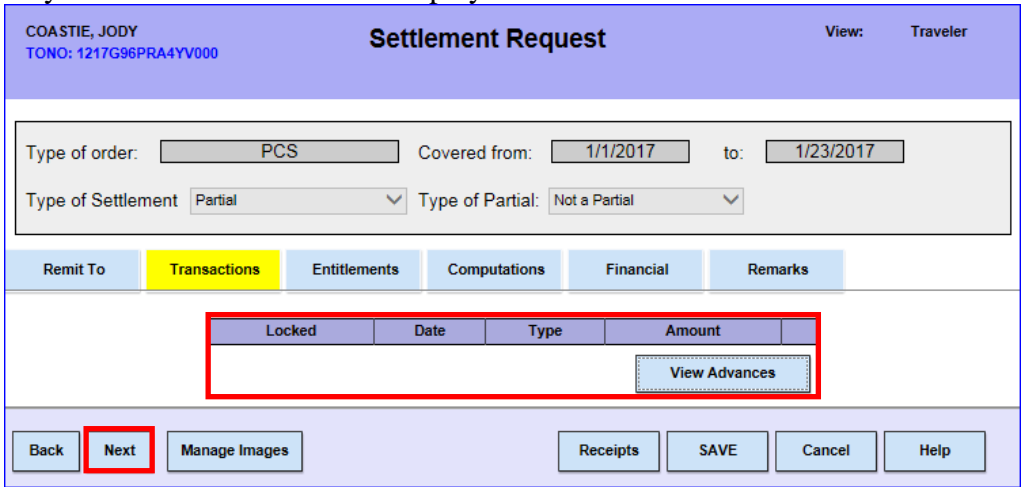
Procedures, continued

Step	Action																									
14	<p>Before moving forward, you must know how to compute the effective date of the orders. The formula for effective date of orders is: Report date – (# of days of travel) + 1. Using the example below, 01/23/2017 – (4) +1, 1/23/17 – 4 = 1/19/17 + 1 = 1/20/17, the effective date of orders is 1/20/17.</p> <table><tr><th colspan="4"><u>Travel Itinerary and Authorized Absences:</u></th></tr><tr><th><u>Date</u></th><th><u>Type</u></th><th><u>Duty/Leave</u></th><th><u>Days</u></th></tr><tr><td>01/01/2017</td><td rowspan="4">Depart</td><td>Duty</td><td></td></tr><tr><td>01/02/2017</td><td>Leave INCONUS</td><td>14</td></tr><tr><td>01/16/2017</td><td>Proceed Time</td><td>4</td></tr><tr><td>01/20/2017</td><td>Travel Time</td><td>4</td></tr><tr><td>01/23/2017</td><td>Report</td><td>Duty</td><td></td></tr></table> <p>The effective date of orders is input on the Entitlements tab when processing the PCS travel claim. It is important that the effective date of orders is correct so that if there is a promotion in between the depart date and the report date, that the DLA will be paid at the correct rank. Additionally, only dependents acquired before the effective date of orders can be paid.</p> <p>Since this member actually traveled from January 20th through the 23rd, TLE CANNOT be entered for those dates. If TLE is entered for those dates, they will NOT be paid.</p>	<u>Travel Itinerary and Authorized Absences:</u>				<u>Date</u>	<u>Type</u>	<u>Duty/Leave</u>	<u>Days</u>	01/01/2017	Depart	Duty		01/02/2017	Leave INCONUS	14	01/16/2017	Proceed Time	4	01/20/2017	Travel Time	4	01/23/2017	Report	Duty	
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01/23/2017	Report	Duty																								

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Member Travel Only, Continued

Procedures, continued

Step	Action
15	<p>The first tab of the Settlement Request will display. Enter the member's new home address at their new PDS (if known). If they don't have one (waiting for housing), they can temporarily enter their PDS address, but it must be documented in the remarks. Then click Next.</p> 
16	<p>Any Advances entered would display here. Click Next.</p> 

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Member Travel Only, Continued

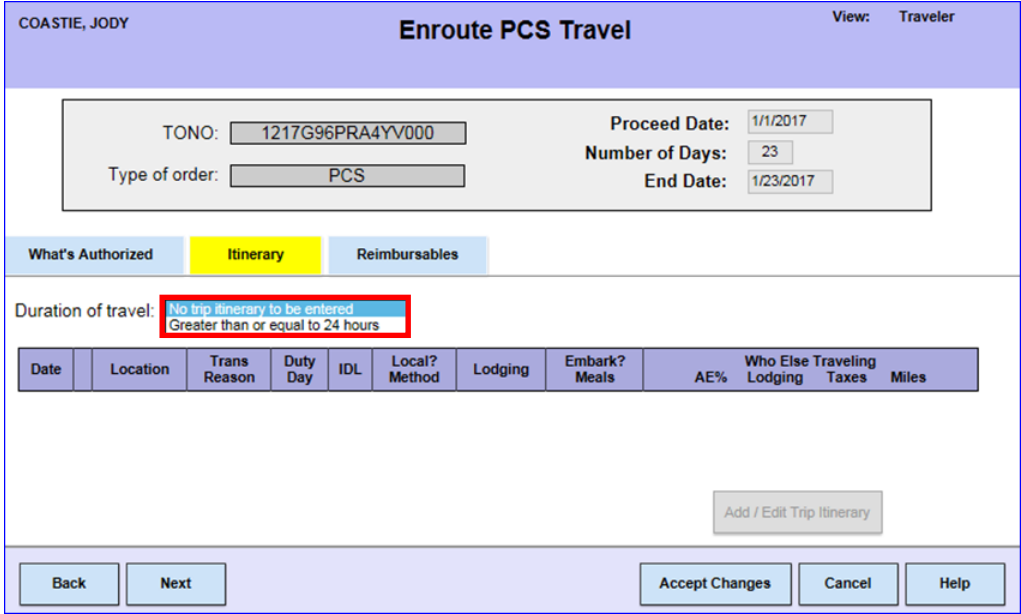
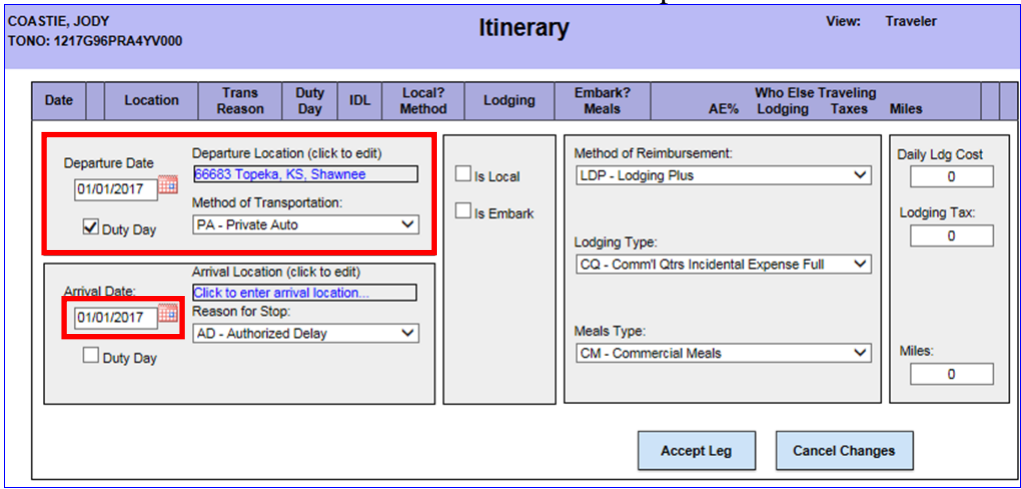
Procedures, continued

Step	Action
17	<p>Enter the Effective Date of Orders that you calculated previously. Leave the default as Enroute PCS Travel, then click Add This Entitlement.</p> <div><div>COASTIE, JODY TONO: 1217G96PRA4YV000</div><div>Settlement Request</div><div>View: Traveler</div><div>Type of order: PCS Covered from: 1/1/2017 to: 1/23/2017 Type of Settlement Partial Type of Partial: Not a Partial</div><div>Remit To Transactions Entitlements Computations Financial Remarks</div><div>Travel Not Performed <input type="checkbox"/> Effective Date: 01/20/2017</div><div>Entitlement Type Dates Encompassed Status</div><div>Enroute PCS Travel <= Add This Entitlement</div><div>Back Next Manage Images Receipts SAVE Cancel Help</div></div>
18	<p>In order to get paid MALT (monetary allowance in lieu of transportation), check the Owner Operator of POV box. If not claiming MALT, click the No MALT box. Enter the Number of cars authorized on the orders and select who will be paid. Click Next.</p> <div><div>COASTIE, JODY</div><div>Enroute PCS Travel</div><div>View: Traveler</div><div>TONO: 1217G96PRA4YV000 Proceed Date: 1/1/2017 Type of order: PCS Number of Days: 23 End Date: 1/23/2017</div><div>What's Authorized Itinerary Reimbursables</div><div><input checked="" type="checkbox"/> Owner operator of POV <input type="checkbox"/> No MALT Number of cars authorized 1</div><div>Who Being Paid</div><div>JODY (Member)</div><div>Select All</div><div>Unselect All</div><div>Next Accept Changes Cancel Help</div></div>

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Member Travel Only, Continued

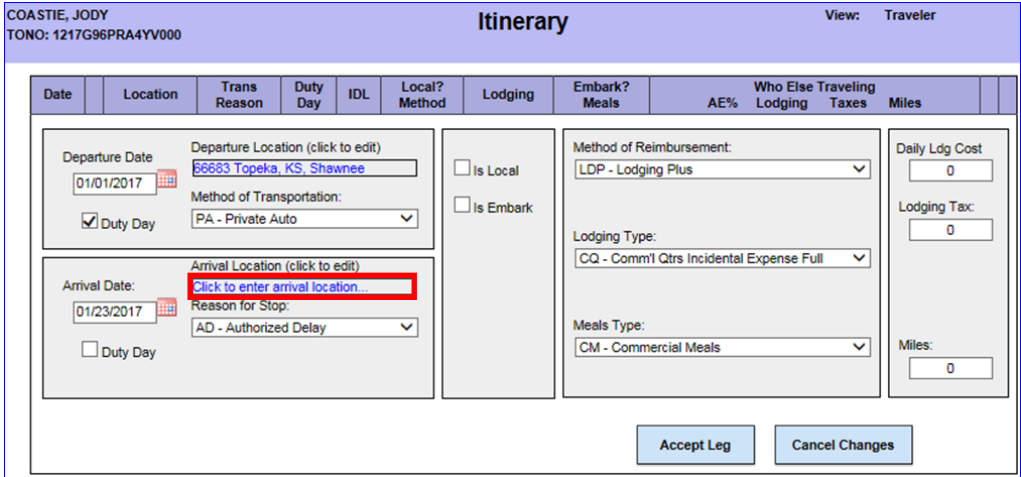
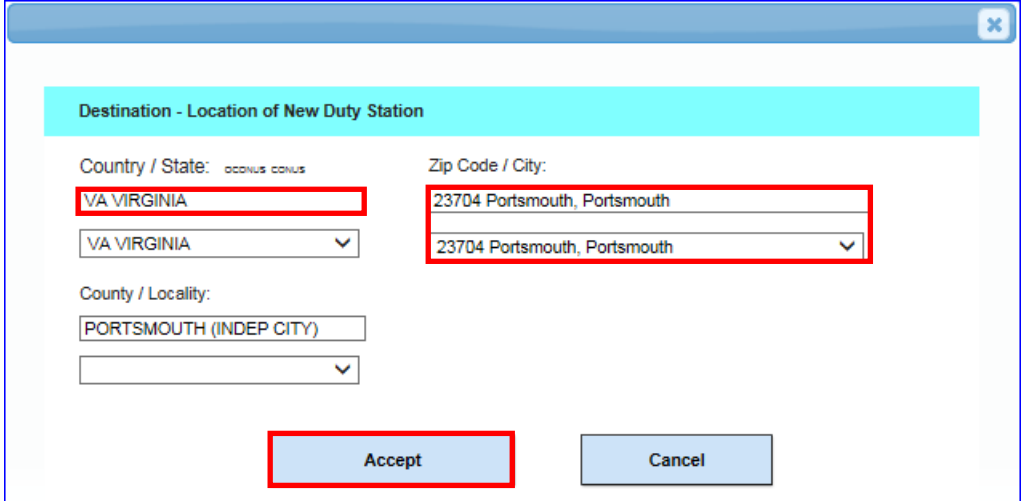
Procedures, continued

Step	Action
19	<p>Select Greater than or equal to 24 hours from the Duration of Travel drop-down.</p> 
20	<p>The Itinerary page will display. The Departure Date must be the departing date on the orders. The Departure Location will auto populate. Leave the Method of Transportation as PA – Private Auto. Do not touch the Duty Day boxes. Update the Arrival Date to reflect the date you reported to the new PDS location. This MUST match the actual report date in DA.</p> 

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Member Travel Only, Continued

Procedures,
continued

Step	Action
21	<p>Click the Arrival Location link to enter the new PDS.</p>  <p>The screenshot shows the 'Itinerary' form for COASTIE, JODY (TONO: 1217G96PRA4YV000). The 'Arrival Location' field is highlighted with a red box. The form includes fields for Departure Date (01/01/2017), Departure Location (86683 Topeka, KS, Shawnee), Method of Transportation (PA - Private Auto), Arrival Date (01/23/2017), Reason for Stop (AD - Authorized Delay), Method of Reimbursement (LDP - Lodging Plus), Lodging Type (CQ - Comm'l Qtrs Incidental Expense Full), Meals Type (CM - Commercial Meals), and Daily Ldg Cost (0). There are also checkboxes for 'Duty Day', 'Is Local', and 'Is Embark'. Buttons for 'Accept Leg' and 'Cancel Changes' are at the bottom right.</p>
22	<p>When inputting locations, first type in the State and click tab. In the Zip Code/City, type in the Zip Code of the new PDS (located on the orders) to find the right location and it will fill out the county/locality for you. If the zip code does not display correctly, use the drop-down to select the correct one, then click Accept.</p>  <p>The screenshot shows the 'Destination - Location of New Duty Station' form. The 'Country / State' field is set to 'VA VIRGINIA' and is highlighted with a red box. The 'Zip Code / City' field is set to '23704 Portsmouth, Portsmouth' and is also highlighted with a red box. Below these are fields for 'County / Locality' (PORTSMOUTH (INDEP CITY)) and a dropdown menu. At the bottom, there are 'Accept' and 'Cancel' buttons, with the 'Accept' button highlighted with a red box.</p>

Continued on next page

Member Travel Only, Continued

Procedures,
continued

Step	Action																																	
23	<p>Select the Reason for Stop. If this is your final destination, click MC - Mission Complete.</p> <div> <div>COASTIE, JODY TONO: 1217G96PRA4YV000</div> <div> <div>Itinerary</div> <div>View: Traveler</div> </div> <table border="1"> <thead> <tr> <th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Lodging Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td> <div>Departure Date</div> <div>01/01/2017</div> <div><input checked="" type="checkbox"/> Duty Day</div> </td><td> <div>Departure Location (click to edit)</div> <div>66683 Topeka, KS, Shawnee</div> </td><td> <div>Method of Transportation:</div> <div>PA - Private Auto</div> </td><td> <div><input type="checkbox"/> Is Local</div> <div><input type="checkbox"/> Is Embark</div> </td><td> <div>Method of Reimbursement:</div> <div>LDP - Lodging Plus</div> </td><td> <div>Lodging Type:</div> <div>CQ - Comm'l Qtrs Incidental Expense Full</div> </td><td> <div>Meals Type:</div> <div>CM - Commercial Meals</div> </td><td> <div>Daily Ldg Cost</div> <div>0</div> </td><td> <div>Lodging Tax:</div> <div>0</div> </td><td> <div>Miles:</div> <div>1224</div> </td></tr> <tr> <td> <div>Arrival Date</div> <div>01/23/2017</div> <div><input type="checkbox"/> Duty Day</div> </td><td> <div>Arrival Location (click to edit)</div> <div>23704 Portsmouth, VA, Portsmouth</div> </td><td> <div>Reason for Stop:</div> <div> <div>AD - Authorized Delay</div> <div>AT - Awaiting Transportation</div> <div>CT - COT Leave</div> <div>DL - Designated Location</div> <div>DP - Drop Off Passengers</div> <div>DV - Drop Off Vehicle at Vehicle Port</div> <div>ES - Enroute Stop Over</div> <div>HP - Change of Home Port</div> <div>LV - Leave</div> <div>MC - Mission Complete</div> <div>NT - Non-taxable TDY</div> <div>PP - Pick Up Passengers</div> <div>PV - Pick Up Vehicle at Vehicle Port</div> <div>TD - Temporary Duty</div> <div>WB - Waiting to Board Ship</div> </div> </td><td colspan="8"></td></tr> </tbody> </table> <div> <div>Accept Leg</div> <div>Cancel Changes</div> </div> <div>Add Leg</div> </div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging Taxes	Miles	<div>Departure Date</div> <div>01/01/2017</div> <div><input checked="" type="checkbox"/> Duty Day</div>	<div>Departure Location (click to edit)</div> <div>66683 Topeka, KS, Shawnee</div>	<div>Method of Transportation:</div> <div>PA - Private Auto</div>	<div><input type="checkbox"/> Is Local</div> <div><input type="checkbox"/> Is Embark</div>	<div>Method of Reimbursement:</div> <div>LDP - Lodging Plus</div>	<div>Lodging Type:</div> <div>CQ - Comm'l Qtrs Incidental Expense Full</div>	<div>Meals Type:</div> <div>CM - Commercial Meals</div>	<div>Daily Ldg Cost</div> <div>0</div>	<div>Lodging Tax:</div> <div>0</div>	<div>Miles:</div> <div>1224</div>	<div>Arrival Date</div> <div>01/23/2017</div> <div><input type="checkbox"/> Duty Day</div>	<div>Arrival Location (click to edit)</div> <div>23704 Portsmouth, VA, Portsmouth</div>	<div>Reason for Stop:</div> <div> <div>AD - Authorized Delay</div> <div>AT - Awaiting Transportation</div> <div>CT - COT Leave</div> <div>DL - Designated Location</div> <div>DP - Drop Off Passengers</div> <div>DV - Drop Off Vehicle at Vehicle Port</div> <div>ES - Enroute Stop Over</div> <div>HP - Change of Home Port</div> <div>LV - Leave</div> <div>MC - Mission Complete</div> <div>NT - Non-taxable TDY</div> <div>PP - Pick Up Passengers</div> <div>PV - Pick Up Vehicle at Vehicle Port</div> <div>TD - Temporary Duty</div> <div>WB - Waiting to Board Ship</div> </div>								
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24	<p>Notice the number of miles will display here. This will determine the MALT you receive as well as the number of days of per diem. Click Accept Leg.</p> <div> <div>COASTIE, JODY TONO: 1217G96PRA4YV000</div> <div> <div>Itinerary</div> <div>View: Traveler</div> </div> <table border="1"> <thead> <tr> <th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Lodging Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td> <div>Departure Date</div> <div>01/01/2017</div> <div><input checked="" type="checkbox"/> Duty Day</div> </td><td> <div>Departure Location (click to edit)</div> <div>66683 Topeka, KS, Shawnee</div> </td><td> <div>Method of Transportation:</div> <div>PA - Private Auto</div> </td><td> <div><input type="checkbox"/> Is Local</div> <div><input type="checkbox"/> Is Embark</div> </td><td> <div>Method of Reimbursement:</div> <div></div> </td><td> <div>Lodging Type:</div> <div></div> </td><td> <div>Meals Type:</div> <div>CM - Commercial Meals</div> </td><td> <div>Daily Ldg Cost</div> <div>0</div> </td><td> <div>Lodging Tax:</div> <div>0</div> </td><td> <div>Miles:</div> <div>1224</div> </td></tr> <tr> <td> <div>Arrival Date</div> <div>01/23/2017</div> <div><input type="checkbox"/> Duty Day</div> </td><td> <div>Arrival Location (click to edit)</div> <div>23704 Portsmouth, VA, Portsmouth</div> </td><td> <div>Reason for Stop:</div> <div>MC - Mission Complete</div> </td><td colspan="8"></td></tr> </tbody> </table> <div> <div>Accept Leg</div> <div>Cancel Changes</div> </div> </div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging Taxes	Miles	<div>Departure Date</div> <div>01/01/2017</div> <div><input checked="" type="checkbox"/> Duty Day</div>	<div>Departure Location (click to edit)</div> <div>66683 Topeka, KS, Shawnee</div>	<div>Method of Transportation:</div> <div>PA - Private Auto</div>	<div><input type="checkbox"/> Is Local</div> <div><input type="checkbox"/> Is Embark</div>	<div>Method of Reimbursement:</div> <div></div>	<div>Lodging Type:</div> <div></div>	<div>Meals Type:</div> <div>CM - Commercial Meals</div>	<div>Daily Ldg Cost</div> <div>0</div>	<div>Lodging Tax:</div> <div>0</div>	<div>Miles:</div> <div>1224</div>	<div>Arrival Date</div> <div>01/23/2017</div> <div><input type="checkbox"/> Duty Day</div>	<div>Arrival Location (click to edit)</div> <div>23704 Portsmouth, VA, Portsmouth</div>	<div>Reason for Stop:</div> <div>MC - Mission Complete</div>								
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Continued on next page

Member Travel Only, Continued

Procedures,
continued

Step	Action																														
25	<p>Edit the information if needed. Once finished, click Accept Changes.</p> <div> <div>COASTIE, JODY TONO: 1217G96PRA4YV000</div> <div> <div>Itinerary</div> <div>View: Traveler</div> </div> <table border="1"> <thead> <tr> <th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Taxes</th><th>Miles</th><th></th><th></th></tr> </thead> <tbody> <tr> <td>1/1/2017 1/23/2017</td><td>DEP ARR</td><td>66683 Topeka, KS, Shawnee 23704 Portsmouth, VA, Portsmouth</td><td>PA MC</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>NLG</td><td><input type="checkbox"/></td><td>0</td><td>0.00</td><td>0.00</td><td>1224</td><td>Edit Insert</td><td>Del</td></tr> </tbody> </table> <div> <div>Add Leg</div> <div>Accept Changes</div> <div>Cancel Changes</div> <div>Help</div> </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles			1/1/2017 1/23/2017	DEP ARR	66683 Topeka, KS, Shawnee 23704 Portsmouth, VA, Portsmouth	PA MC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NLG	<input type="checkbox"/>	0	0.00	0.00	1224	Edit Insert	Del
Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles																			
1/1/2017 1/23/2017	DEP ARR	66683 Topeka, KS, Shawnee 23704 Portsmouth, VA, Portsmouth	PA MC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NLG	<input type="checkbox"/>	0	0.00	0.00	1224	Edit Insert	Del																	
26	<p>Click Next.</p> <div> <div>COASTIE, JODY</div> <div>Enroute PCS Travel</div> <div>View: Traveler</div> </div> <div> <div>TONO: 1217G96PRA4YV000</div> <div>Proceed Date: 1/1/2017</div> <div>Type of order: PCS</div> <div>Number of Days: 23</div> <div>End Date: 1/23/2017</div> </div> <div> <div>What's Authorized</div> <div>Itinerary</div> <div>Constructed Itinerary</div> <div>Reimbursables</div> </div> <div>Duration of travel: Greater than or equal to 24 hours ▼</div> <table border="1"> <thead> <tr> <th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td>1/1/2017 1/23/2017</td><td>DEP ARR</td><td>Topeka, KANSAS 23704 Portsmouth, VIRGINIA</td><td>PA MC</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>NLG</td><td><input type="checkbox"/></td><td>0</td><td>0.00</td><td>0.00</td><td>1224</td></tr> </tbody> </table> <div>Add / Edit Trip Itinerary</div> <div> <div>Back</div> <div>Next</div> <div>Exceptions</div> <div>Occasionals</div> <div>Accept Changes</div> <div>Cancel</div> <div>Help</div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles	1/1/2017 1/23/2017	DEP ARR	Topeka, KANSAS 23704 Portsmouth, VIRGINIA	PA MC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NLG	<input type="checkbox"/>	0	0.00	0.00	1224				
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Member Travel Only, Continued

Procedures,
continued

Step

29

Action

Select the **Reimbursable Expense** from the drop-down, enter the amount **Claimed**, **ALWAYS** leave the IBOP as United States and click **Accept Expense**.

COASTIE, JODY

TONO: 1217G96PRA4YV000

Reimbursable Expenses

View: Traveler

Date	Description	Claimed	IBOP
01/01/2017	TOLLS FOR ROADS-BRIDGES-TUNNELS-FE TOLLS FOR ROADS-BRIDGES-TUNNEL	3.00	UNITED STATES UNITED STATES

Accept Expense

Cancel Changes

Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare

Help

30

Add any additional expenses by clicking **Add Expense**. When finished, click **Accept Changes**.

COASTIE, JODY

TONO: 1217G96PRA4YV000

Reimbursable Expenses

View: Traveler

Date	Description	Claimed		
1/1/2017	TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY	3.00	Edit	Delete

Accept Changes

Cancel Changes

Add Expense

Help

Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare

Continued on next page

Member Travel Only, Continued

Procedures,
continued

Step	Action														
31	<p>Click Accept Changes.</p> <div><p>COASTIE, JODY View: Traveler</p><p style="text-align: center;">Enroute PCS Travel</p><div><p>TONO: <input type="text" value="1217G96PRA4YV000"/> Proceed Date: <input type="text" value="1/1/2017"/> Type of order: <input type="text" value="PCS"/> Number of Days: <input type="text" value="23"/> End Date: <input type="text" value="1/23/2017"/></p><p>What's Authorized Itinerary Constructed Itinerary Reimbursables</p><table border="1"><thead><tr><th>Date</th><th>Description</th><th>Claimed</th></tr></thead><tbody><tr><td>1/1/2017</td><td>TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY</td><td>3.00</td></tr></tbody></table><p style="text-align: right;"><input type="button" value="Add / Edit Trip Expenses"/></p><p><input type="button" value="Back"/> <input type="button" value="Exceptions"/> <input type="button" value="Occasionals"/> <input type="button" value="Accept Changes"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/></p></div></div>	Date	Description	Claimed	1/1/2017	TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY	3.00								
Date	Description	Claimed													
1/1/2017	TOLLS FOR ROADS-BRIDGES-TUNNELS-FERRY	3.00													
32	<p>Click Calcs to see the breakdown of daily expenses.</p> <div><p>COASTIE, JODY View: Traveler</p><p>TONO: 1217G96PRA4YV000 Settlement Request</p><div><p>Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="1/1/2017"/> to: <input type="text" value="1/23/2017"/> Type of Settlement: <input type="text" value="Partial"/> Type of Partial: <input type="text" value="Not a Partial"/></p><p>Remit To Transactions Entitlements Computations Financial Remarks</p><p>Travel Not Performed: <input type="checkbox"/> Effective Date: <input type="text" value="1/20/2017"/></p><table border="1"><thead><tr><th></th><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th><th></th><th></th><th></th></tr></thead><tbody><tr><td>Edit</td><td>Enroute PCS Travel</td><td>1/1/2017-1/23/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs</td><td>Comp</td></tr></tbody></table><p style="text-align: center;"><input type="text" value="TLE"/> <input type="button" value="Add This Entitlement"/></p><p><input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Manage Images"/> <input type="button" value="Receipts"/> <input type="button" value="SAVE"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/></p></div></div>		Entitlement Type	Dates Encompassed	Status				Edit	Enroute PCS Travel	1/1/2017-1/23/2017	Validated Data	Delete	Calcs	Comp
	Entitlement Type	Dates Encompassed	Status												
Edit	Enroute PCS Travel	1/1/2017-1/23/2017	Validated Data	Delete	Calcs	Comp									

Continued on next page

Member Travel Only, Continued

Procedures,
continued

Step

33

Action

This shows the correct number of days of per diem that you are receiving. TPAX does not reflect the correct travel dates due to a programming error. This member is actually entitled to per diem from 1/20-1/23. Click **Done**.

COASTIE, JODY
TONO: 1217G96PRA4YV000

Daily Expenses

View: Traveler

Done

Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable
01/19	FP											0.00	142.00	0.00	
01/20	FP											0.00	142.00	0.00	
01/21	FP											0.00	142.00	0.00	
01/22	FP											0.00	142.00	0.00	
												Total	568.00	0.00	

34

If authorized DLA, select **DLA** from the drop-down and click **Add This Entitlement**.

COASTIE, JODY
TONO: 1217G96PRA4YV000

Settlement Request

View: Traveler

Type of order: PCS Covered from: 1/1/2017 to: 1/23/2017
Type of Settlement Partial Type of Partial: Not a Partial

Remit To Transactions Entitlements Computations Financial Remarks

Travel Not Performed Effective Date: 1/20/2017

Entitlement Type	Dates Encompassed	Status			
Edit Enroute PCS Travel	1/1/2017-1/23/2017	Validated Data	Delete	Calcs	Comp

DLA <= Add This Entitlement

Back Next Manage Images Receipts SAVE Cancel Help

Continued on next page

Member Travel Only, Continued

Procedures, continued

Step

35

Action

Check the box if DLA with dependents is authorized AND your dependents relocated with you at the same time. Otherwise, click **Accept**.

COASTIE, JODY
TONO: 1217G96PRA4YV000

View: Traveler

Dislocation Allowance

DLA with dependents is authorized. Check this box if dependents were moved at this time

☐

Accept

Cancel

Help

36

If authorized TLE, select **TLE**, then click **Add this Entitlement**.

COASTIE, JODY
TONO: 1217G96PRA4YV000

View: Traveler

Settlement Request

Type of order: PCS Covered from: 1/1/2017 to: 1/23/2017

Type of Settlement Partial Type of Partial: Not a Partial

Remit To

Transactions

Entitlements

Computations

Financial

Remarks

Travel Not Performed: ☐

Effective Date: 1/20/2017

	Entitlement Type	Dates Encompassed	Status			
Edit	Enroute PCS Travel	1/1/2017-1/23/2017	Validated Data	Delete	Calcs	Comp
Edit	DLA(without Dependents)	1/20/2017-1/20/2017	Validated Data	Delete	Calcs	Comp

TLE

<= Add This Entitlement

Back

Next

Manage Images

Receipts

SAVE

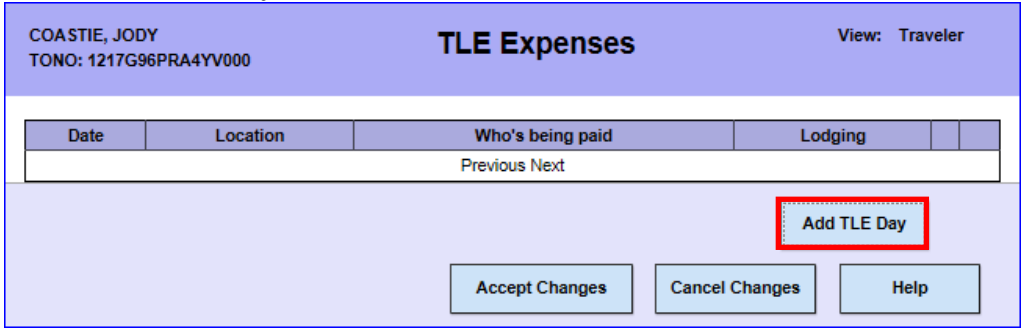
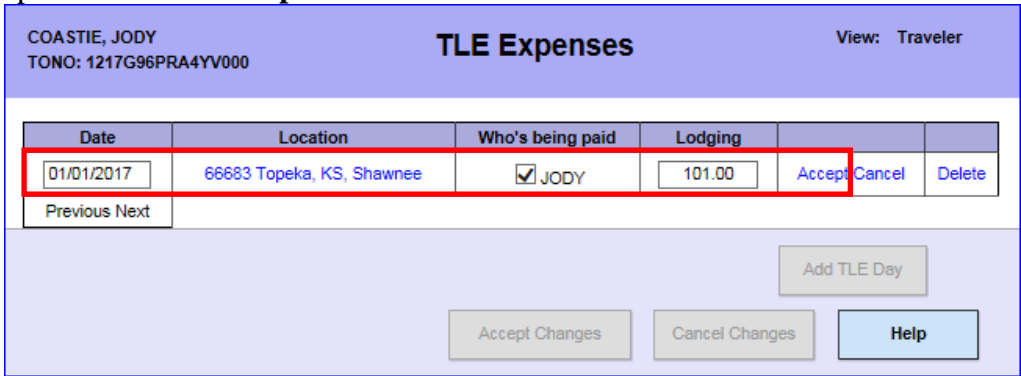
Cancel

Help

Continued on next page

Member Travel Only, Continued

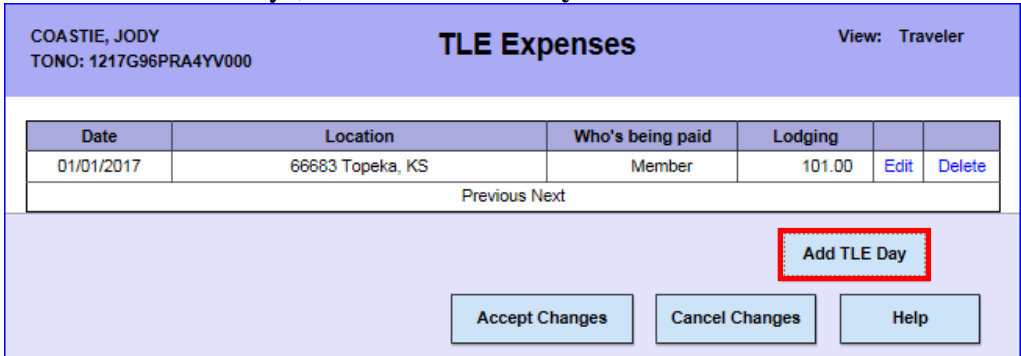
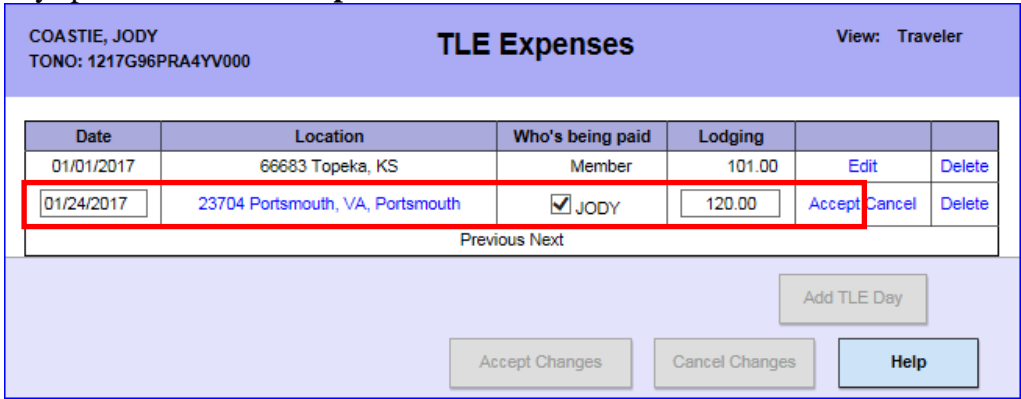
Procedures,
continued

Step	Action
37	<p>Click Add TLE Day.</p>  <p>The screenshot shows the 'TLE Expenses' form for COASTIE, JODY (TONO: 1217G96PRA4YV000). The form has a header with the name and TONO, and a 'View: Traveler' option. Below the header is a table with columns: Date, Location, Who's being paid, Lodging, and two empty columns. The table has a 'Previous Next' link below it. At the bottom right, the 'Add TLE Day' button is highlighted with a red box. Other buttons at the bottom are 'Accept Changes', 'Cancel Changes', and 'Help'.</p>
38	<p>Enter the first Date of lodging. The date cannot be a travel date and MUST match the receipt (which is required). Travel dates are calculated based on the effective date of orders. Ensure you are not claiming TLE on these days. The Location must be within 50 miles (or 2 hours roundtrip) of either the old PDS or the new PDS. ONLY enter the Zip Code of the old PDS or new PDS located on the orders (not the zip code of the hotel). Check Who's being paid. Enter what was actually spent on lodging including taxes for the day specified. Click Accept.</p>  <p>The screenshot shows the 'TLE Expenses' form with the same header. The table now has one row of data: Date: 01/01/2017, Location: 66683 Topeka, KS, Shawnee, Who's being paid: <input checked="" type="checkbox"/> JODY, Lodging: 101.00. The 'Accept' button is highlighted with a red box. Other buttons at the bottom are 'Add TLE Day', 'Accept Changes', 'Cancel Changes', and 'Help'.</p> <p>Note: The zip code determination is based on JTR 5434 – Per Diem Rate is the locality based on the PDS (or designated place, Home of Record or initial follow on technical training, if applicable) location is used for TLE reimbursement.</p>

Continued on next page

Member Travel Only, Continued

Procedures, continued

Step	Action
39	<p>If the lodging location changes (old PDS vs new PDS), the member should remain in this TLE tab and just enter the new location and amounts vice going out and creating a new TLE tab. This can corrupt the claim.</p> <p>To add additional days, click Add TLE Day.</p>  <p>The screenshot shows the 'TLE Expenses' form for COASTIE, JODY (TONO: 1217G96PRA4YV000). It displays a table with one entry: 01/01/2017, 66683 Topeka, KS, Member, 101.00. The 'Add TLE Day' button is highlighted with a red box. Below the table are buttons for 'Accept Changes', 'Cancel Changes', and 'Help'.</p>
40	<p>The Date cannot be a travel date and MUST match the receipt (which is required), the Location must be within 50 miles (or 2 hours roundtrip) of either the old PDS or the new PDS. ONLY enter the Zip Code of the old PDS or new PDS located on the orders (not the zip code of the hotel). Check Who's being paid, enter what was actually spent on lodging including taxes for the day specified. Click Accept.</p>  <p>The screenshot shows the 'TLE Expenses' form with two entries. The second entry, 01/24/2017, 23704 Portsmouth, VA, Portsmouth, is highlighted with a red box. The 'Who's being paid' column shows a checked box for JODY. The 'Lodging' column shows 120.00. The 'Accept' button is also highlighted with a red box. Below the table are buttons for 'Add TLE Day', 'Accept Changes', 'Cancel Changes', and 'Help'.</p> <p>Note: As long as a zip code was selected for the location, it should display correctly.</p>

Continued on next page

Member Travel Only, Continued

Procedures,
continued

Step	Action																												
41	<p>Add more TLE days as needed by clicking the Add TLE Day button. When finished, click Accept Changes.</p> <div> <div> COASTIE, JODY TONO: 1217G96PRA4YV000 </div> <div> TLE Expenses View: Traveler </div> </div> <div> <table> <tr> <th>Date</th><th>Location</th><th>Who's being paid</th><th>Lodging</th><th></th><th></th></tr> <tr> <td>01/01/2017</td><td>66683 Topeka, KS</td><td>Member</td><td>101.00</td><td>Edit</td><td>Delete</td></tr> <tr> <td>01/24/2017</td><td>23704 Portsmouth, VA</td><td>Member</td><td>120.00</td><td>Edit</td><td>Delete</td></tr> <tr> <td colspan="6">Previous Next</td></tr> </table> <div> <div>Add TLE Day</div> <div>Accept Changes</div> <div>Cancel Changes</div> <div>Help</div> </div> </div>	Date	Location	Who's being paid	Lodging			01/01/2017	66683 Topeka, KS	Member	101.00	Edit	Delete	01/24/2017	23704 Portsmouth, VA	Member	120.00	Edit	Delete	Previous Next									
Date	Location	Who's being paid	Lodging																										
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01/24/2017	23704 Portsmouth, VA	Member	120.00	Edit	Delete																								
Previous Next																													
42	<p>Click Calcs.</p> <div> <div> COASTIE, JODY TONO: 1217G96PRA4YV000 </div> <div> Settlement Request View: Traveler </div> </div> <div> Type of order: PCS Covered from: 1/1/2017 to: 1/23/2017 Type of Settlement Partial Type of Partial: Not a Partial </div> <div> Remit To Transactions Entitlements Computations Financial Remarks </div> <div> Travel Not Performed <input type="checkbox"/> Effective Date: 1/20/2017 </div> <div> <table> <tr> <th></th><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th><th></th><th></th><th></th></tr> <tr> <td>Edit</td><td>Enroute PCS Travel</td><td>1/1/2017-1/23/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs</td><td>Comp</td></tr> <tr> <td>Edit</td><td>DLA(without Dependents)</td><td>1/20/2017-1/20/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs</td><td>Comp</td></tr> <tr> <td>Edit</td><td>TLE</td><td>1/1/2017-1/24/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs</td><td>Comp</td></tr> </table> <div> TLE =< Add This Entitlement </div> </div> <div> Back Next Manage Images Receipts SAVE Cancel Help </div>		Entitlement Type	Dates Encompassed	Status				Edit	Enroute PCS Travel	1/1/2017-1/23/2017	Validated Data	Delete	Calcs	Comp	Edit	DLA(without Dependents)	1/20/2017-1/20/2017	Validated Data	Delete	Calcs	Comp	Edit	TLE	1/1/2017-1/24/2017	Validated Data	Delete	Calcs	Comp
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Edit	TLE	1/1/2017-1/24/2017	Validated Data	Delete	Calcs	Comp																							

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Member Travel Only, Continued

Procedures,
continued

Step

43

Action

This will show you what you will actually be paid for TLE. The system automatically calculates your TLE based off the JTR computation and the PDS zip code entered. Click **Done**.

COASTIE, JODY

TONO: 1217G96PRA4YV000

TLE Expenses

View: Traveler

Audit Remarks

Done

Date	Locality Rate	Lodging	M&IE	Max M&IE & Lodging	Maximum TLE	Paid
01/01	142	59.15	33.15	92.3	290	92.3
01/24	142	59.15	33.15	92.3	290	92.3

PreviousNext

44

Click Next.

COASTIE, JODY

TONO: 1217G96PRA4YV000

Settlement Request

View: Traveler

Type of order: PCS

Covered from: 1/1/2017

to: 1/23/2017

Type of Settlement Partial

Type of Partial: Not a Partial

Remit To

Transactions

Entitlements

Computations

Financial

Remarks

Travel Not Performed

Effective Date: 1/20/2017

	Entitlement Type	Dates Encompassed	Status			
Edit	Enroute PCS Travel	1/1/2017-1/23/2017	Validated Data	Delete	Calcs	Comp
Edit	DLA(without Dependents)	1/20/2017-1/20/2017	Validated Data	Delete	Calcs	Comp
Edit	TLE	1/1/2017-1/24/2017	Validated Data	Delete	Calcs	Comp

TLE

<= Add This Entitlement

Back

Next

Manage Images

Receipts

SAVE

Cancel

Help

Member Travel Only, Continued

Procedures, continued

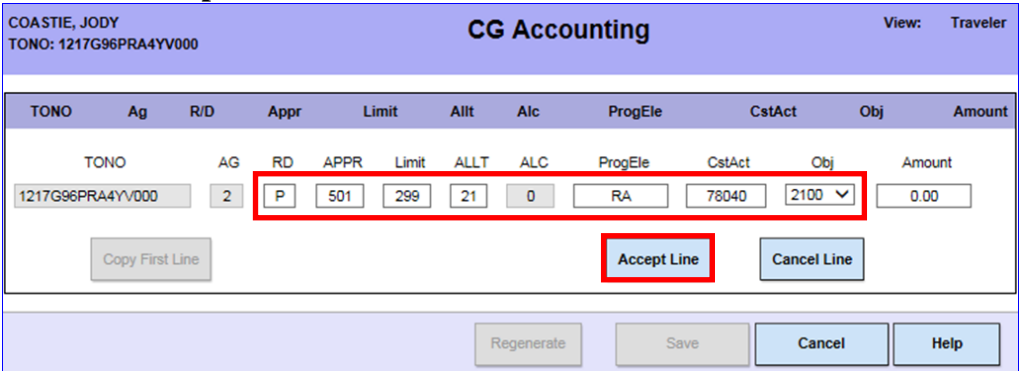
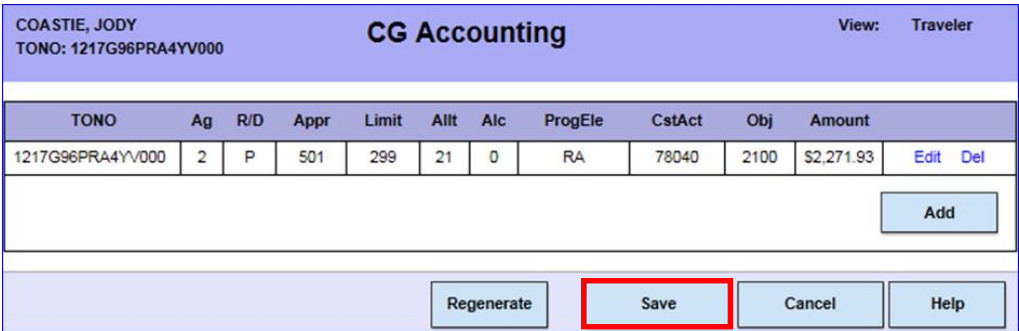
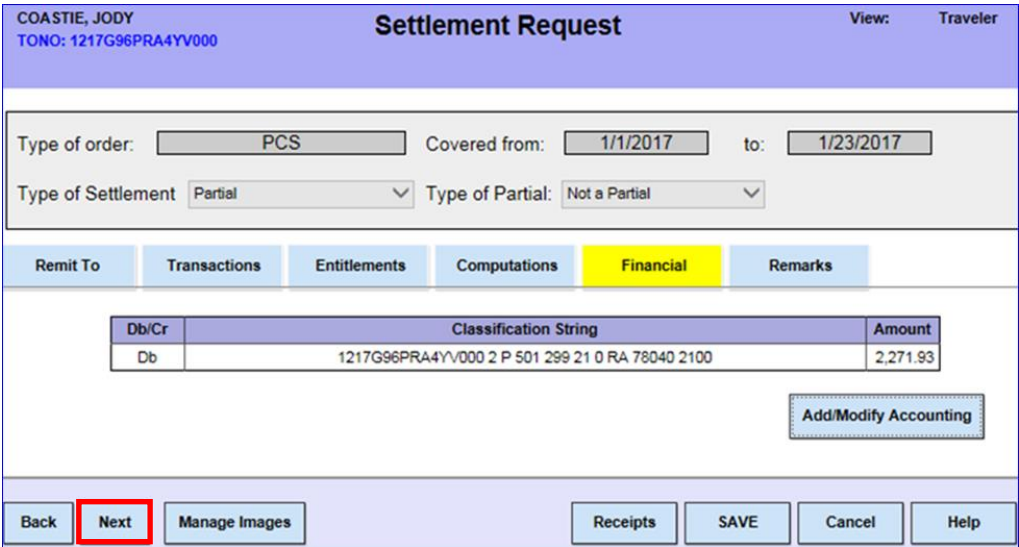
Step	Action												
45	<p>All entitlements will be broken down into categories. If you requested an advance, you must click the Apply Advances button here. If you did not request an advance, click Next.</p> <div><div>COASTIE, JODY TONO: 1217G96PRA4YV000</div><div>Settlement RequestView: Traveler</div><div><div>Type of order: PCSCovered from: 1/1/2017to: 1/23/2017</div><div>Type of Settlement PartialType of Partial: Not a Partial</div></div><div><div>Remit ToTransactionsEntitlementsComputationsFinancialRemarks</div><div><table><thead><tr><th>Description</th><th>Total</th></tr></thead><tbody><tr><td>Memb/Emp PCS Per Diem</td><td>568.00</td></tr><tr><td>Memb/Emp Transportation</td><td>3.00</td></tr><tr><td>Memb/Emp MALT</td><td>232.56</td></tr><tr><td>DLA</td><td>1,283.77</td></tr><tr><td>TLE</td><td>184.60</td></tr></tbody></table><div>Method of PaymentDirect Deposit</div><div>Apply Advances</div><div>Total Entitlement2,271.93 Deductions0.00 Partial Payments0.00 Amount Payable2,271.93 Advances0.00 Due Employee2,271.93 Split Payment0.00 Computed Split0.00 Enter amount in Split Payment field to pay GTCC</div><div>This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed</div></div><div><div>BackNextManage Images</div><div>ReceiptsSAVECancelHelp</div></div></div></div>	Description	Total	Memb/Emp PCS Per Diem	568.00	Memb/Emp Transportation	3.00	Memb/Emp MALT	232.56	DLA	1,283.77	TLE	184.60
Description	Total												
Memb/Emp PCS Per Diem	568.00												
Memb/Emp Transportation	3.00												
Memb/Emp MALT	232.56												
DLA	1,283.77												
TLE	184.60												

46	<p>Click Add/Modify Accounting to add the Line of Accounting (LOA).</p> <div><div>COASTIE, JODY TONO: 1217G96PRA4YV000</div><div>Settlement RequestView: Traveler</div><div><div>Type of order: PCSCovered from: 1/1/2017to: 1/23/2017</div><div>Type of Settlement PartialType of Partial: Not a Partial</div></div><div><div>Remit ToTransactionsEntitlementsComputationsFinancialRemarks</div><div><table><thead><tr><th>Db/Cr</th><th>Classification String</th><th>Amount</th></tr></thead><tbody></tbody></table><div>Add/Modify Accounting</div></div><div><div>BackNextManage Images</div><div>ReceiptsSAVECancelHelp</div></div></div></div>	Db/Cr	Classification String	Amount
Db/Cr	Classification String	Amount		

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Member Travel Only, Continued

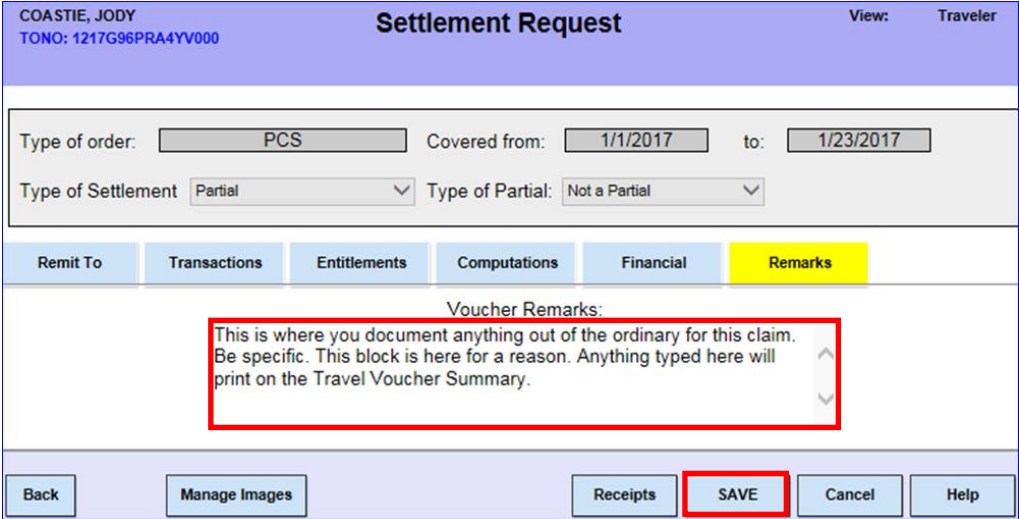
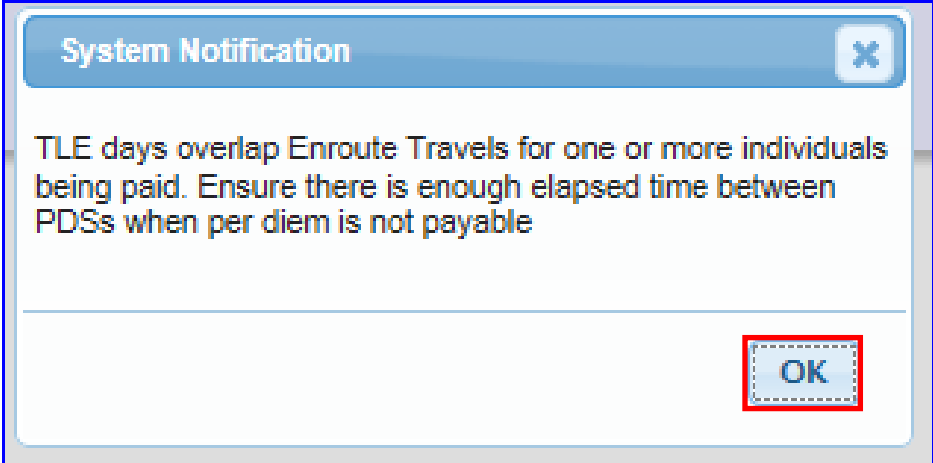
Procedures, continued

Step	Action																						
47	<p>Enter the Line of Accounting (LOA) from the Direct Access PCS Orders, then click Accept Line.</p>  <p>The screenshot shows the 'CG Accounting' screen for COASTIE, JODY, TONO: 1217G96PRA4YV000. The 'View' is set to 'Traveler'. The table below shows the LOA entry:</p> <table border="1"> <thead> <tr> <th>TONO</th><th>Ag</th><th>R/D</th><th>Appr</th><th>Limit</th><th>Allt</th><th>Alc</th><th>ProgEle</th><th>CstAct</th><th>Obj</th><th>Amount</th></tr> </thead> <tbody> <tr> <td>1217G96PRA4YV000</td><td>2</td><td>P</td><td>501</td><td>299</td><td>21</td><td>0</td><td>RA</td><td>78040</td><td>2100</td><td>0.00</td></tr> </tbody> </table> <p>The 'Accept Line' button is highlighted with a red box.</p>	TONO	Ag	R/D	Appr	Limit	Allt	Alc	ProgEle	CstAct	Obj	Amount	1217G96PRA4YV000	2	P	501	299	21	0	RA	78040	2100	0.00
TONO	Ag	R/D	Appr	Limit	Allt	Alc	ProgEle	CstAct	Obj	Amount													
1217G96PRA4YV000	2	P	501	299	21	0	RA	78040	2100	0.00													
48	<p>Click Save.</p>  <p>The screenshot shows the 'CG Accounting' screen for COASTIE, JODY, TONO: 1217G96PRA4YV000. The 'View' is set to 'Traveler'. The table below shows the LOA entry:</p> <table border="1"> <thead> <tr> <th>TONO</th><th>Ag</th><th>R/D</th><th>Appr</th><th>Limit</th><th>Allt</th><th>Alc</th><th>ProgEle</th><th>CstAct</th><th>Obj</th><th>Amount</th></tr> </thead> <tbody> <tr> <td>1217G96PRA4YV000</td><td>2</td><td>P</td><td>501</td><td>299</td><td>21</td><td>0</td><td>RA</td><td>78040</td><td>2100</td><td>\$2,271.93</td></tr> </tbody> </table> <p>The 'Save' button is highlighted with a red box.</p>	TONO	Ag	R/D	Appr	Limit	Allt	Alc	ProgEle	CstAct	Obj	Amount	1217G96PRA4YV000	2	P	501	299	21	0	RA	78040	2100	\$2,271.93
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1217G96PRA4YV000	2	P	501	299	21	0	RA	78040	2100	\$2,271.93													
49	<p>Click Next.</p>  <p>The screenshot shows the 'Settlement Request' screen for COASTIE, JODY, TONO: 1217G96PRA4YV000. The 'View' is set to 'Traveler'. The 'Type of order' is 'PCS', 'Covered from' is '1/1/2017', and 'to' is '1/23/2017'. The 'Type of Settlement' is 'Partial' and 'Type of Partial' is 'Not a Partial'. The 'Financial' tab is selected. The table below shows the Settlement Request details:</p> <table border="1"> <thead> <tr> <th>Db/Cr</th><th>Classification String</th><th>Amount</th></tr> </thead> <tbody> <tr> <td>Db</td><td>1217G96PRA4YV000 2 P 501 299 21 0 RA 78040 2100</td><td>2,271.93</td></tr> </tbody> </table> <p>The 'Next' button is highlighted with a red box.</p>	Db/Cr	Classification String	Amount	Db	1217G96PRA4YV000 2 P 501 299 21 0 RA 78040 2100	2,271.93																
Db/Cr	Classification String	Amount																					
Db	1217G96PRA4YV000 2 P 501 299 21 0 RA 78040 2100	2,271.93																					

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Member Travel Only, Continued

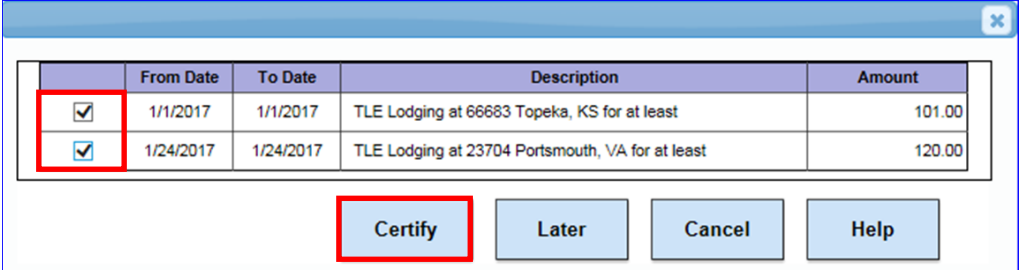
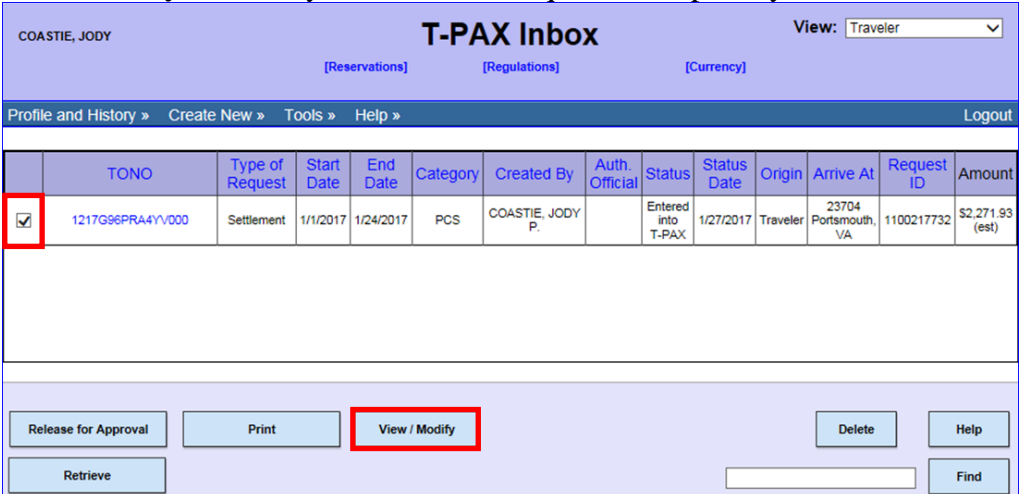
Procedures, continued

Step	Action
50	<p>Enter the Voucher Remarks. Include anything out of the ordinary with this claim. Anything typed here will print on the Travel Voucher Summary. Click Save.</p>  <p>The screenshot shows the 'Settlement Request' form for user COASTIE, JODY (TONO: 1217G96PRA4YV000). The form has a 'View' dropdown set to 'Traveler'. It includes fields for 'Type of order' (PCS), 'Covered from' (1/1/2017), and 'to' (1/23/2017). Below these are 'Type of Settlement' (Partial) and 'Type of Partial' (Not a Partial). A tabbed interface shows 'Remit To', 'Transactions', 'Entitlements', 'Computations', 'Financial', and 'Remarks' (highlighted in yellow). The 'Remarks' tab contains a text area with the instruction: 'This is where you document anything out of the ordinary for this claim. Be specific. This block is here for a reason. Anything typed here will print on the Travel Voucher Summary.' This text area is highlighted with a red box. At the bottom, there are buttons for 'Back', 'Manage Images', 'Receipts', 'SAVE' (highlighted with a red box), 'Cancel', and 'Help'.</p>
51	<p>If you get this warning, verify that none of your TLE dates are travel dates, then click OK.</p>  <p>The screenshot shows a 'System Notification' dialog box with a blue header and a close button (X). The message reads: 'TLE days overlap Enroute Travels for one or more individuals being paid. Ensure there is enough elapsed time between PDSs when per diem is not payable'. At the bottom right, there is an 'OK' button highlighted with a red box.</p>

Continued on next page

Member Travel Only, Continued

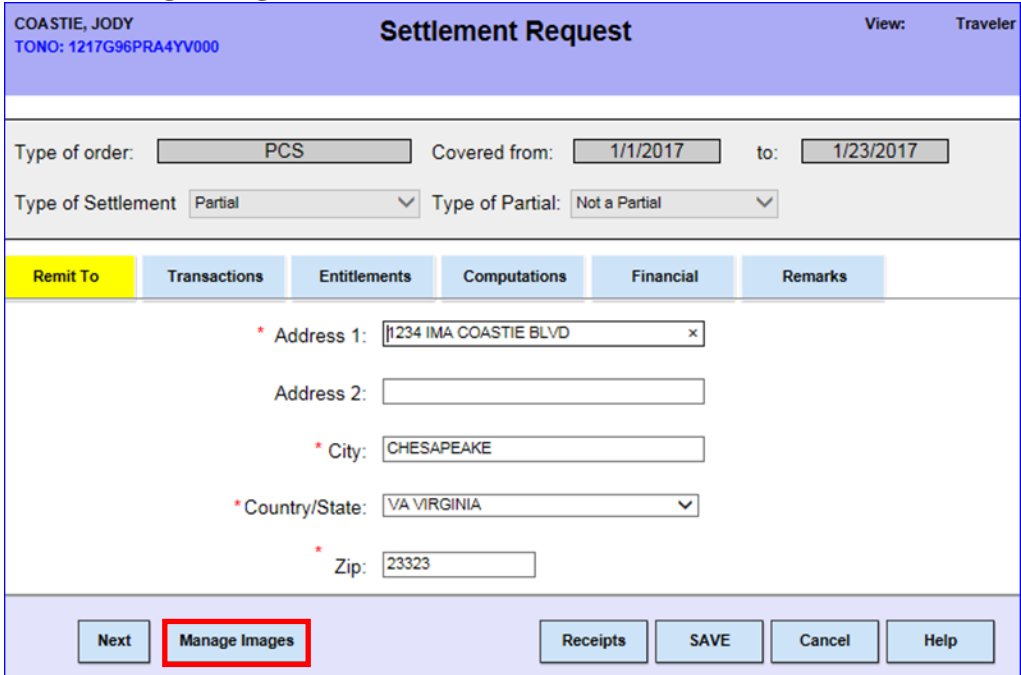
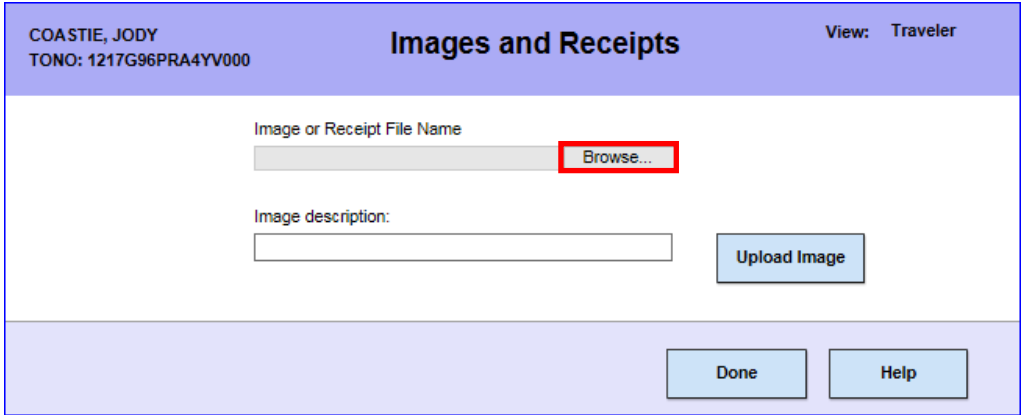
Procedures,
continued

Step	Action
52	<p>Once saved, you might be asked to Certify certain entitlements. Check the boxes and click Certify.</p> 
53	<p>Now that the claim has been saved, select the settlement and click View/Modify to attach your orders and required receipts to your claim.</p> 

Continued on next page

Member Travel Only, Continued

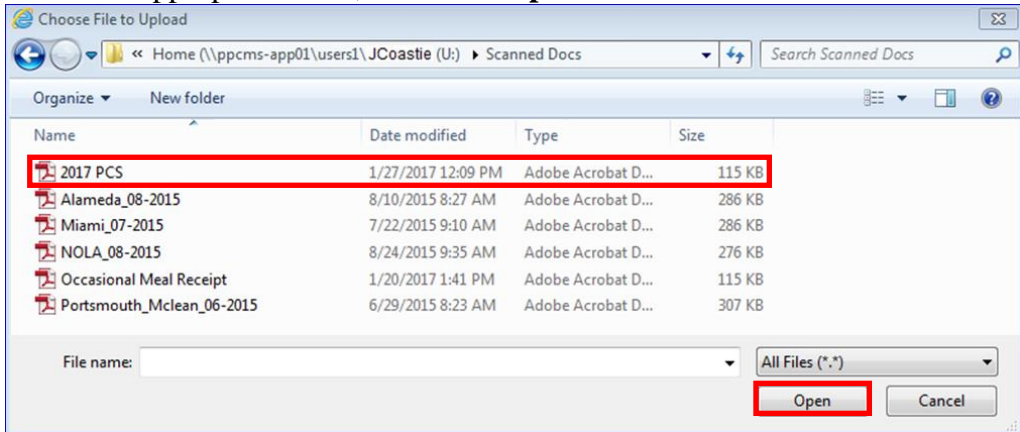
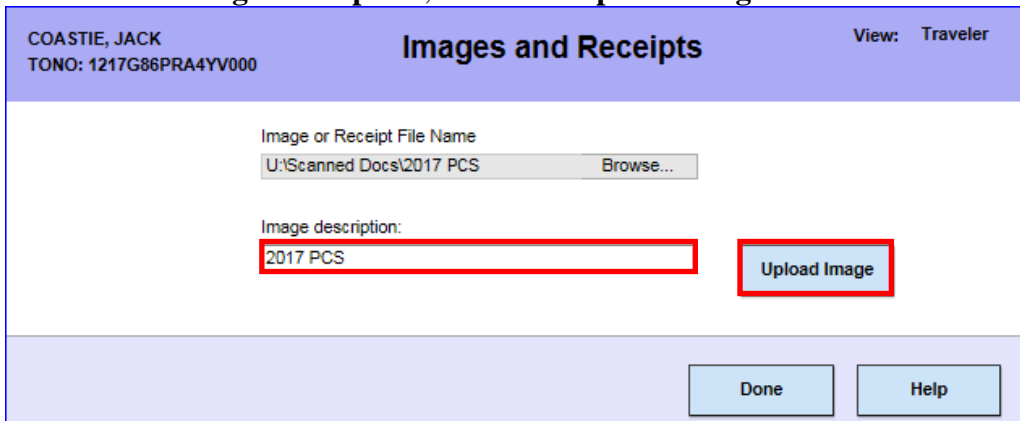
Procedures, continued

Step	Action
54	<p>Click Manage Images.</p> 
55	<p>It is important to upload ALL supporting documentation to the PCS claim/settlement. All documents should be scanned into a single file. The first thing you MUST do is scan the orders/authorization, applicable amendments, required receipts and save it as a PDF document to a space/pathway that you can access. Once back at your computer, find the PDF document and rename it as appropriate. Example: 2017 PCS. Keep the file name as short as possible. Click Browse to locate the PDF.</p> 

Continued on next page

Member Travel Only, Continued


Procedures,
continued

Step	Action																												
56	<p>Select the appropriate PDF, then click Open.</p>  <p>The screenshot shows a 'Choose File to Upload' dialog box. The address bar indicates the path 'Home (\ppcms-app01\users1\JCoastie (U:)) > Scanned Docs'. The file list contains the following entries:</p> <table><tr><th>Name</th><th>Date modified</th><th>Type</th><th>Size</th></tr><tr><td>2017 PCS</td><td>1/27/2017 12:09 PM</td><td>Adobe Acrobat D...</td><td>115 KB</td></tr><tr><td>Alameda_08-2015</td><td>8/10/2015 8:27 AM</td><td>Adobe Acrobat D...</td><td>286 KB</td></tr><tr><td>Miami_07-2015</td><td>7/22/2015 9:10 AM</td><td>Adobe Acrobat D...</td><td>286 KB</td></tr><tr><td>NOLA_08-2015</td><td>8/24/2015 9:35 AM</td><td>Adobe Acrobat D...</td><td>276 KB</td></tr><tr><td>Occasional Meal Receipt</td><td>1/20/2017 1:41 PM</td><td>Adobe Acrobat D...</td><td>115 KB</td></tr><tr><td>Portsmouth_Mclean_06-2015</td><td>6/29/2015 8:23 AM</td><td>Adobe Acrobat D...</td><td>307 KB</td></tr></table> <p>The '2017 PCS' file is selected. The 'File name' field is empty, and the file type is set to 'All Files (*.*)'. The 'Open' button is highlighted.</p>	Name	Date modified	Type	Size	2017 PCS	1/27/2017 12:09 PM	Adobe Acrobat D...	115 KB	Alameda_08-2015	8/10/2015 8:27 AM	Adobe Acrobat D...	286 KB	Miami_07-2015	7/22/2015 9:10 AM	Adobe Acrobat D...	286 KB	NOLA_08-2015	8/24/2015 9:35 AM	Adobe Acrobat D...	276 KB	Occasional Meal Receipt	1/20/2017 1:41 PM	Adobe Acrobat D...	115 KB	Portsmouth_Mclean_06-2015	6/29/2015 8:23 AM	Adobe Acrobat D...	307 KB
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57	<p>Enter a short Image description, then click Upload Image.</p>  <p>The screenshot shows the 'Images and Receipts' upload form. The user is 'COASTIE, JACK' with TONO: 1217G86PRA4YV000. The 'Image or Receipt File Name' field contains 'U:\Scanned Docs\2017 PCS'. The 'Image description' field contains '2017 PCS'. The 'Upload Image' button is highlighted.</p>																												

Continued on next page

Member Travel Only, Continued

Procedures,
continued

Step	Action
58	<p>Click on the image to ensure it has everything required and is readable, then click Done.</p> <div><div>COASTIE, JACK TONO: 1217G86PRA4YV000</div><div>Images and Receipts</div><div>View: Traveler</div><div>Image or Receipt File Name <input type="text"/> <input data-bbox="948 707 1043 730" type="button" value="Browse..."/></div><div>Image description: <input type="text"/></div><div><input data-bbox="1129 815 1273 860" type="button" value="Upload Image"/></div><div><div>2017 PCS</div><div></div></div><div><div><input data-bbox="1011 1039 1171 1095" type="button" value="Done"/></div><div><input data-bbox="1197 1039 1353 1095" type="button" value="Help"/></div></div></div>
59	<p>Click Save.</p> <div><div>COASTIE, JODY TONO: 1217G96PRA4YV000</div><div>Settlement Request</div><div>View: Traveler</div><div>Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="1/1/2017"/> to: <input type="text" value="1/23/2017"/></div><div>Type of Settlement: <input type="text" value="Partial"/> Type of Partial: <input type="text" value="Not a Partial"/></div><div><div>Remit To</div><div>Transactions</div><div>Entitlements</div><div>Computations</div><div>Financial</div><div>Remarks</div></div><div>* Address 1: <input type="text" value="11234 IMA COASTIE BLVD"/></div><div>Address 2: <input type="text"/></div><div>* City: <input type="text" value="CHESAPEAKE"/></div><div>* Country/State: <input type="text" value="VA VIRGINIA"/></div><div>* Zip: <input type="text" value="23323"/></div><div><div><input data-bbox="413 1794 485 1834" type="button" value="Next"/></div><div><input data-bbox="501 1794 644 1834" type="button" value="Manage Images"/></div><div><input data-bbox="877 1794 979 1834" type="button" value="Receipts"/></div><div><input data-bbox="995 1794 1107 1834" type="button" value="SAVE"/></div><div><input data-bbox="1123 1794 1219 1834" type="button" value="Cancel"/></div><div><input data-bbox="1235 1794 1331 1834" type="button" value="Help"/></div></div></div>

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Member Travel Only, Continued

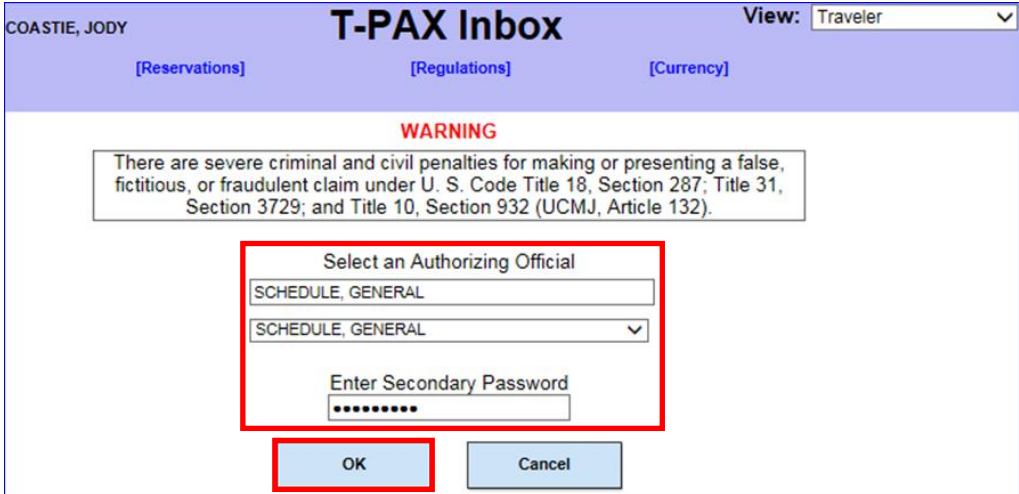
Procedures, continued

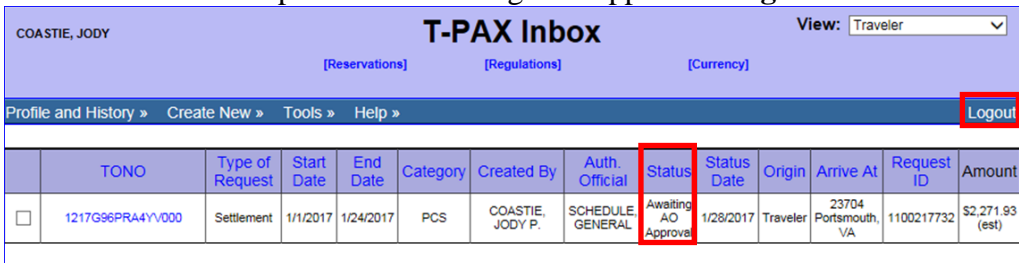
Step 60	Action You might have to re-certify your items. Check the boxes and click Certify . <div> <table> <tr> <th></th><th>From Date</th><th>To Date</th><th>Description</th><th>Amount</th></tr> <tr> <td><input checked="" type="checkbox"/></td><td>1/1/2017</td><td>1/1/2017</td><td>TLE Lodging at 66683 Topeka, KS for at least</td><td>101.00</td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>1/24/2017</td><td>1/24/2017</td><td>TLE Lodging at 23704 Portsmouth, VA for at least</td><td>120.00</td></tr> </table> <div> <div>Certify</div> <div>Later</div> <div>Cancel</div> <div>Help</div> </div> </div>		From Date	To Date	Description	Amount	<input checked="" type="checkbox"/>	1/1/2017	1/1/2017	TLE Lodging at 66683 Topeka, KS for at least	101.00	<input checked="" type="checkbox"/>	1/24/2017	1/24/2017	TLE Lodging at 23704 Portsmouth, VA for at least	120.00													
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<input checked="" type="checkbox"/>	1/24/2017	1/24/2017	TLE Lodging at 23704 Portsmouth, VA for at least	120.00																									
61	This will return you to the TPAX Inbox. Now the claim is ready to be forwarded to the AO. Select the settlement and click Release for Approval . <div> <div> <div>COASTIE, JODY</div> <div>T-PAX Inbox</div> <div>View: Traveler</div> </div> <div> <div>[Reservations]</div> <div>[Regulations]</div> <div>[Currency]</div> </div> <div> <div>Profile and History »</div> <div>Create New »</div> <div>Tools »</div> <div>Help »</div> <div>Logout</div> </div> <table> <tr> <th></th><th>TONO</th><th>Type of Request</th><th>Start Date</th><th>End Date</th><th>Category</th><th>Created By</th><th>Auth. Official</th><th>Status</th><th>Status Date</th><th>Origin</th><th>Arrive At</th><th>Request ID</th><th>Amount</th></tr> <tr> <td><input checked="" type="checkbox"/></td><td>1217G96PRA4YV000</td><td>Settlement</td><td>1/1/2017</td><td>1/24/2017</td><td>PCS</td><td>COASTIE, JODY P.</td><td></td><td>Entered into T-PAX</td><td>1/27/2017</td><td>Traveler</td><td>23704 Portsmouth, VA</td><td>1100217732</td><td>\$2,271.93 (est)</td></tr> </table> <div> <div>Release for Approval</div> <div>Print</div> <div>View / Modify</div> <div>Delete</div> <div>Help</div> <div>Retrieve</div> <div></div> <div>Find</div> </div> </div>		TONO	Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status	Status Date	Origin	Arrive At	Request ID	Amount	<input checked="" type="checkbox"/>	1217G96PRA4YV000	Settlement	1/1/2017	1/24/2017	PCS	COASTIE, JODY P.		Entered into T-PAX	1/27/2017	Traveler	23704 Portsmouth, VA	1100217732	\$2,271.93 (est)
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Continued on next page

Member Travel Only, Continued

Procedures,
continued

Step	Action
62	<p>Select an Authorizing Official from the drop-down, enter your Secondary Password and then click OK.</p> 

63	<p>The status has been updated to Awaiting AO Approval. Logout of TPAX.</p>  <table border="1"> <thead> <tr> <th></th><th>TONO</th><th>Type of Request</th><th>Start Date</th><th>End Date</th><th>Category</th><th>Created By</th><th>Auth. Official</th><th>Status</th><th>Status Date</th><th>Origin</th><th>Arrive At</th><th>Request ID</th><th>Amount</th></tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td><td>1217G96PRA4YV000</td><td>Settlement</td><td>1/1/2017</td><td>1/24/2017</td><td>PCS</td><td>COASTIE, JODY P.</td><td>SCHEDULE GENERAL</td><td>Awaiting AO Approval</td><td>1/28/2017</td><td>Traveler</td><td>23704 Portsmouth, VA</td><td>1100217732</td><td>\$2,271.93 (est)</td></tr> </tbody> </table>		TONO	Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status	Status Date	Origin	Arrive At	Request ID	Amount	<input type="checkbox"/>	1217G96PRA4YV000	Settlement	1/1/2017	1/24/2017	PCS	COASTIE, JODY P.	SCHEDULE GENERAL	Awaiting AO Approval	1/28/2017	Traveler	23704 Portsmouth, VA	1100217732	\$2,271.93 (est)
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<input type="checkbox"/>	1217G96PRA4YV000	Settlement	1/1/2017	1/24/2017	PCS	COASTIE, JODY P.	SCHEDULE GENERAL	Awaiting AO Approval	1/28/2017	Traveler	23704 Portsmouth, VA	1100217732	\$2,271.93 (est)																

Circuitous/Indirect Travel

Introduction

This section shows how to account for a member who did not take the fastest, most direct route. This member drove from Topeka, KS to Houston, TX, took leave and then drove to Portsmouth, VA.

Procedures

See below.

Step	Action																																													
1	<p>When entering the Itinerary, enter each leg as it actually occurred. This member drove from Topeka to Houston, took leave and then drove from Houston to Portsmouth for a total of 2111 miles. When finished, click Accept Changes.</p> <div><div>COASTIE, JODY TONO: 1217G96PRA4YV000</div><div>ItineraryView: Traveler</div><table border="1"><thead><tr><th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Taxes</th><th>Miles</th><th></th><th></th></tr></thead><tbody><tr><td>1/1/2017 1/4/2017</td><td>DEP ARR</td><td>66683 Topeka, KS, Shawnee 77034 Houston, TX, Harris</td><td>PA LV</td><td><input checked="" type="checkbox"/> <input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>CQ</td><td><input type="checkbox"/></td><td>0</td><td>0.00</td><td>0.00</td><td>758</td><td>Edit Insert</td><td>Del</td></tr><tr><td>1/20/2017 1/23/2017</td><td>DEP ARR</td><td>77034 Houston, TX, Harris 23704 Portsmouth, VA, Portsmouth</td><td>PA MC</td><td><input type="checkbox"/> <input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>NLG</td><td><input type="checkbox"/></td><td>0</td><td>0.00</td><td>0.00</td><td>1353</td><td>Edit Insert</td><td>Del</td></tr></tbody></table><div>Remarks Add Leg</div><div>Accept Changes Cancel Changes Help</div></div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles			1/1/2017 1/4/2017	DEP ARR	66683 Topeka, KS, Shawnee 77034 Houston, TX, Harris	PA LV	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CQ	<input type="checkbox"/>	0	0.00	0.00	758	Edit Insert	Del	1/20/2017 1/23/2017	DEP ARR	77034 Houston, TX, Harris 23704 Portsmouth, VA, Portsmouth	PA MC	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NLG	<input type="checkbox"/>	0	0.00	0.00	1353	Edit Insert	Del
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2	<p>Click Next.</p> <div><div>COASTIE, JODY</div><div>Enroute PCS TravelView: Traveler</div><div><div>TONO: 1217G96PRA4YV000 Type of order: PCS</div><div>Proceed Date: 1/1/2017 Number of Days: 23 End Date: 1/23/2017</div></div><div>What's Authorized Itinerary Constructed Itinerary Reimbursables</div><div>Duration of travel: Greater than or equal to 24 hours</div><table border="1"><thead><tr><th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Taxes</th><th>Miles</th></tr></thead><tbody><tr><td>1/1/2017 1/4/2017</td><td>DEP ARR</td><td>Topeka, KANSAS 77034 Houston, TEXAS</td><td>PA LV</td><td><input checked="" type="checkbox"/> <input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>CQ</td><td><input type="checkbox"/></td><td>0</td><td>0.00</td><td>0.00</td><td>758</td></tr><tr><td>1/20/2017 1/23/2017</td><td>DEP ARR</td><td>77034 Houston, TEXAS 23704 Portsmouth, VIRGINIA</td><td>PA MC</td><td><input type="checkbox"/> <input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>NLG</td><td><input type="checkbox"/></td><td>0</td><td>0.00</td><td>0.00</td><td>1353</td></tr></tbody></table><div>Add / Edit Trip Itinerary</div><div>Back Next Exceptions Occasionals Accept Changes Cancel Help</div></div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles	1/1/2017 1/4/2017	DEP ARR	Topeka, KANSAS 77034 Houston, TEXAS	PA LV	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CQ	<input type="checkbox"/>	0	0.00	0.00	758	1/20/2017 1/23/2017	DEP ARR	77034 Houston, TEXAS 23704 Portsmouth, VIRGINIA	PA MC	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NLG	<input type="checkbox"/>	0	0.00	0.00	1353						
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Continued on next page

Circuitous/Indirect Travel, Continued

Procedures, continued

Step	Action														
3	<p>The system will create a Constructed Itinerary tab due to this being other than normal travel. You can see that TPAX will limit the member to 1224 miles which is the direct route versus the indirect route the member took. Click Accept Changes.</p> <div> <div>COASTIE, JODY</div> <div>Enroute PCS Travel</div> <div>View: Traveler</div> </div> <div> <div> <div>TONO: 1217G96PRA4YV000</div> <div>Proceed Date: 1/1/2017</div> <div>Type of order: PCS</div> <div>Number of Days: 23</div> <div>End Date: 1/23/2017</div> </div> <div> <div>What's Authorized</div> <div>Itinerary</div> <div>Constructed Itinerary</div> <div>Reimbursables</div> </div> <div> <div>Duration of travel: Greater than or equal to 24 hours</div> <table> <tr> <th>Depart Date</th><th>Arrive Date</th><th>To Location</th><th>Auth. Miles</th></tr> <tr> <td>1/1/2017</td><td>1/23/2017</td><td>23704 Portsmouth, VIRGINIA</td><td>1224</td></tr> </table> <div> <div>Back</div> <div>Next</div> <div>Exceptions</div> <div>Occasionals</div> <div>Accept Changes</div> <div>Cancel</div> <div>Help</div> </div> </div> </div>	Depart Date	Arrive Date	To Location	Auth. Miles	1/1/2017	1/23/2017	23704 Portsmouth, VIRGINIA	1224						
Depart Date	Arrive Date	To Location	Auth. Miles												
1/1/2017	1/23/2017	23704 Portsmouth, VIRGINIA	1224												
4	<p>Click Calcs to see how many days it paid.</p> <div> <div>COASTIE, JODY</div> <div>TONO: 1217G96PRA4YV000</div> <div>Settlement Request</div> <div>View: Traveler</div> </div> <div> <div> <div>Type of order: PCS</div> <div>Covered from: 1/1/2017</div> <div>to: 1/23/2017</div> <div>Type of Settlement: Partial</div> <div>Type of Partial: Not a Partial</div> </div> <div> <div>Remit To</div> <div>Transactions</div> <div>Entitlements</div> <div>Computations</div> <div>Financial</div> <div>Remarks</div> </div> <div> <div>Travel Not Performed: <input type="checkbox"/></div> <div>Effective Date: 1/20/2017</div> <table> <tr> <th></th><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th><th></th><th></th><th></th></tr> <tr> <td>Edit</td><td>Enroute PCS Travel</td><td>1/1/2017-1/23/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs</td><td>Comp</td></tr> </table> <div> <div>TLE</div> <div><= Add This Entitlement</div> </div> <div> <div>Back</div> <div>Next</div> <div>Manage Images</div> <div>Receipts</div> <div>SAVE</div> <div>Cancel</div> <div>Help</div> </div> </div> </div>		Entitlement Type	Dates Encompassed	Status				Edit	Enroute PCS Travel	1/1/2017-1/23/2017	Validated Data	Delete	Calcs	Comp
	Entitlement Type	Dates Encompassed	Status												
Edit	Enroute PCS Travel	1/1/2017-1/23/2017	Validated Data	Delete	Calcs	Comp									

Continued on next page

Circuitous/Indirect Travel, Continued

Procedures,
continued

Step	Action																																																																																																
5	<p>Notice that TPAX computed 4 days of Per Diem authorized based on the number of miles authorized. Click Done.</p> <div><div>COASTIE, JODY TONO: 1217G96PRA4YV000</div><div>Daily ExpensesView: Traveler</div><div><div>Audit Remarks</div><div>Done</div></div><table><thead><tr><th>Date</th><th>Day Type</th><th>Ldg Rate</th><th>M&IE Rate</th><th>Br</th><th>Ln</th><th>Dn</th><th>Lodg</th><th>Break</th><th>Lunch</th><th>Dinner</th><th>Incctl</th><th>M&IE Amount</th><th>Total Amount</th><th>Lodging Tax</th><th>Taxable</th></tr></thead><tbody><tr><td>01/19</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr><tr><td>01/20</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr><tr><td>01/21</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr><tr><td>01/22</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Total</td><td>568.00</td><td>0.00</td><td></td></tr></tbody></table></div>	Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incctl	M&IE Amount	Total Amount	Lodging Tax	Taxable	01/19	FP											0.00	142.00	0.00		01/20	FP											0.00	142.00	0.00		01/21	FP											0.00	142.00	0.00		01/22	FP											0.00	142.00	0.00														Total	568.00	0.00	
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												Total	568.00	0.00																																																																																			
6	<p>Click Next.</p> <div><div>COASTIE, JODY TONO: 1217G96PRA4YV000</div><div>Settlement RequestView: Traveler</div><div>Type of order: PCS Covered from: 1/1/2017 to: 1/23/2017 Type of Settlement Partial Type of Partial: Not a Partial</div><div>Remit To Transactions Entitlements Computations Financial Remarks</div><div>Travel Not Performed: <input type="checkbox"/> Effective Date: 1/20/2017</div><table><thead><tr><th></th><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th><th></th><th></th><th></th></tr></thead><tbody><tr><td>Edit</td><td>Enroute PCS Travel</td><td>1/1/2017-1/23/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs</td><td>Comp</td></tr></tbody></table><div>TLE <= Add This Entitlement</div><div>Back Next Manage Images Receipts SAVE Cancel Help</div></div>		Entitlement Type	Dates Encompassed	Status				Edit	Enroute PCS Travel	1/1/2017-1/23/2017	Validated Data	Delete	Calcs	Comp																																																																																		
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Circuitous/Indirect Travel, Continued

Procedures,
continued

Step	Action																																						
7	<p>Notice that TPAX limited the amount of MALT based on the number of miles authorized via direct travel. Continue with the rest of your claim. Ensure you have all Airfare receipts, orders and any receipts over \$75.00 scanned and attached in the Manage Images section of TPAX.</p> <div><div>COASTIE, JODY TONO: 1217G96PRA4YV000</div><div>Settlement Request<div>View: Traveler</div></div></div> <div><div>Type of order: PCS Covered from: 1/1/2017 to: 1/23/2017</div><div>Type of Settlement Partial Type of Partial: Not a Partial</div></div> <table><thead><tr><th>Remit To</th><th>Transactions</th><th>Entitlements</th><th>Computations</th><th>Financial</th><th>Remarks</th></tr></thead><tbody><tr><td colspan="4"><table><thead><tr><th>Description</th><th>Total</th></tr></thead><tbody><tr><td>Memb/Emp PCS Per Diem</td><td>588.00</td></tr><tr><td>Memb/Emp Transportation</td><td>3.00</td></tr><tr><td>Memb/Emp MALT</td><td>232.56</td></tr></tbody></table></td><td colspan="2"><div>Total Entitlement803.56</div><div>Deductions0.00</div><div>Partial Payments0.00</div><div>Amount Payable803.56</div><div>Advances0.00</div></td></tr><tr><td colspan="4">Method of Payment Direct Deposit</td><td colspan="2"><div>Due Employee803.56</div><div>Split Payment0.00</div><div>Computed Split0.00</div></td></tr><tr><td colspan="4"><div>Apply Advances</div></td><td colspan="2"><div>Enter amount in Split Payment field to pay GTCC</div></td></tr><tr><td colspan="6">This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed</td></tr></tbody></table> <div><div>BackNextManage Images</div><div>ReceiptsSAVECancelHelp</div></div>	Remit To	Transactions	Entitlements	Computations	Financial	Remarks	<table><thead><tr><th>Description</th><th>Total</th></tr></thead><tbody><tr><td>Memb/Emp PCS Per Diem</td><td>588.00</td></tr><tr><td>Memb/Emp Transportation</td><td>3.00</td></tr><tr><td>Memb/Emp MALT</td><td>232.56</td></tr></tbody></table>				Description	Total	Memb/Emp PCS Per Diem	588.00	Memb/Emp Transportation	3.00	Memb/Emp MALT	232.56	<div>Total Entitlement803.56</div> <div>Deductions0.00</div> <div>Partial Payments0.00</div> <div>Amount Payable803.56</div> <div>Advances0.00</div>		Method of Payment Direct Deposit				<div>Due Employee803.56</div> <div>Split Payment0.00</div> <div>Computed Split0.00</div>		<div>Apply Advances</div>				<div>Enter amount in Split Payment field to pay GTCC</div>		This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed					
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Flying – CONUS to CONUS

Introduction This section shows how to account for a member who flew from their old PDS to their new PDS all within the continental US.

Procedures See below.

Step	Action																										
1	<p>When entering the Itinerary, make sure the Departure Date is the date you left your unit. The Departure Location should default to your current PDS. Change the Method of Transportation to TP - Govt. Procured Plane (ALWAYS USE FOR PCS, NOT CP). The Arrival Date should be the date you actually arrived. If this is your final destination, select MC - Mission complete in the Reason for Stop. When finished, click Accept Leg.</p> <div><p>COASTIE, JODY TONO: 1217G96PRA4YV000</p><p>Itinerary View: Traveler</p><table border="1"><thead><tr><th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>Who Else Traveling</th><th>AE%</th><th>Lodging</th><th>Taxes</th><th>Miles</th></tr></thead><tbody><tr><td colspan="13"><div><div><div>Departure Date: 01/02/2017</div><div>Departure Location (click to edit): 92101 San Diego, CA, San Diego</div><div>Method of Transportation: TP - Govt. Proc. Plane</div><div>Arrival Date: 01/02/2017</div><div>Arrival Location (click to edit): 77034 Houston, TX, Harris</div><div>Reason for Stop: MC - Mission Complete</div></div><div><div><input type="checkbox"/> Is Local</div><div><input type="checkbox"/> Is Embark</div></div><div><div>Method of Reimbursement:</div><div>Lodging Type:</div><div>Meals Type: CM - Commercial Meals</div></div><div><div>Daily Ldg Cost: 0</div><div>Lodging Tax: 0</div><div>Miles: 0</div></div></div><div><div>Accept Leg</div><div>Cancel Changes</div></div></td></tr></tbody></table></div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	AE%	Lodging	Taxes	Miles	<div><div><div>Departure Date: 01/02/2017</div><div>Departure Location (click to edit): 92101 San Diego, CA, San Diego</div><div>Method of Transportation: TP - Govt. Proc. Plane</div><div>Arrival Date: 01/02/2017</div><div>Arrival Location (click to edit): 77034 Houston, TX, Harris</div><div>Reason for Stop: MC - Mission Complete</div></div><div><div><input type="checkbox"/> Is Local</div><div><input type="checkbox"/> Is Embark</div></div><div><div>Method of Reimbursement:</div><div>Lodging Type:</div><div>Meals Type: CM - Commercial Meals</div></div><div><div>Daily Ldg Cost: 0</div><div>Lodging Tax: 0</div><div>Miles: 0</div></div></div> <div><div>Accept Leg</div><div>Cancel Changes</div></div>												
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Flying – CONUS to CONUS, Continued

Procedures,
continued

Step	Action												
3	<p>Now you must add your airfare as a reimbursable expense. Click Add/Edit Trip Expense.</p> <div><p>COASTIE, JODY View: Traveler</p><p style="text-align: center;">Enroute PCS Travel</p><div><div>TONO: 1217G96PRA4YV000 Type of order: PCS</div><div>Proceed Date: 1/1/2017 Number of Days: 23 End Date: 1/23/2017</div></div><div><div>What's Authorized</div><div>Itinerary</div><div>Constructed Itinerary</div><div style="background-color: yellow;">Reimbursables</div></div><table><thead><tr><th>Date</th><th>Description</th><th>Claimed</th></tr></thead><tbody></tbody></table><div style="text-align: right; border: 2px solid red; padding: 2px;">Add / Edit Trip Expenses</div><div><div>Back</div><div>Exceptions</div><div>Occasionals</div><div>Accept Changes</div><div>Cancel</div><div>Help</div></div></div>	Date	Description	Claimed									
Date	Description	Claimed											
4	<p>The Airfare Expense Description will default. Enter the amount of the plane ticket. Then click Accept Expense.</p> <div><p>COASTIE, JODY View: Traveler</p><p>TONO: 1217G96PRA4YV000</p><p style="text-align: center;">Reimbursable Expenses</p><table><thead><tr><th>Date</th><th>Description</th><th>Claimed</th><th>IBOP</th></tr></thead><tbody><tr><td>01/02/2017</td><td>AIRFARE-TRAIN-BUS EXPENSE</td><td style="border: 2px solid red;">427.00</td><td>UNITED STATES</td></tr><tr><td></td><td>AIRFARE-TRAIN-BUS EXPENSE ▼</td><td></td><td>UNITED STATES ▼</td></tr></tbody></table><div><div style="border: 2px solid red; padding: 2px;">Accept Expense</div><div>Cancel Changes</div></div><div><p>Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare</p><div>Help</div></div></div>	Date	Description	Claimed	IBOP	01/02/2017	AIRFARE-TRAIN-BUS EXPENSE	427.00	UNITED STATES		AIRFARE-TRAIN-BUS EXPENSE ▼		UNITED STATES ▼
Date	Description	Claimed	IBOP										
01/02/2017	AIRFARE-TRAIN-BUS EXPENSE	427.00	UNITED STATES										
	AIRFARE-TRAIN-BUS EXPENSE ▼		UNITED STATES ▼										

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Flying – CONUS to CONUS, Continued

Procedures,
continued

Step	Action										
5	<p>Don't forget to add the ADTRAV fee for booking airfare. Click Add Expense.</p> <div><div>COASTIE, JODY TONO: 1217G96PRA4YV000</div><div>Reimbursable Expenses<div>View: Traveler</div></div><table><thead><tr><th>Date</th><th>Description</th><th>Claimed</th><th></th><th></th></tr></thead><tbody><tr><td>1/2/2017</td><td>AIRFARE-TRAIN-BUS EXPENSE</td><td>427.00</td><td>Edit</td><td>Delete</td></tr></tbody></table><p>Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare</p><div><div>Add Expense</div><div>Accept Changes</div><div>Cancel Changes</div><div>Help</div></div></div>	Date	Description	Claimed			1/2/2017	AIRFARE-TRAIN-BUS EXPENSE	427.00	Edit	Delete
Date	Description	Claimed									
1/2/2017	AIRFARE-TRAIN-BUS EXPENSE	427.00	Edit	Delete							
6	<p>Select SATO-CTO-TMC SVC PROC FEE from the Expense Description drop-down. Enter the amount from your receipt for the AdTrav fee in the Claimed box. When finished, click Accept Expense.</p> <div><div>COASTIE, JODY TONO: 1217G96PRA4YV000</div><div>Reimbursable Expenses<div>View: Traveler</div></div><table><thead><tr><th>Date</th><th>Description</th><th>Claimed</th></tr></thead><tbody><tr><td>1/2/2017</td><td>AIRFARE-TRAIN-BUS EXPENSE</td><td>427.00</td></tr></tbody></table><div><div><div>Date</div><div>Expense Description</div><div>Claimed</div><div>IBOP</div></div><div><div>01/02/2017</div><div>SATO-CTO-TMC SVC PROC FEE SATO-CTO-TMC SVC PROC FEE ▼</div><div>22.00</div><div>UNITED STATES UNITED STATES ▼</div></div></div><div><div>Accept Expense</div><div>Cancel Changes</div></div></div> <p>Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare</p> <div>Help</div>	Date	Description	Claimed	1/2/2017	AIRFARE-TRAIN-BUS EXPENSE	427.00				
Date	Description	Claimed									
1/2/2017	AIRFARE-TRAIN-BUS EXPENSE	427.00									

Continued on next page

Flying – CONUS to CONUS, Continued

Procedures,
continued

Step	Action															
7	<div>Click Accept Changes.</div> <div><div><div>COASTIE, JODY TONO: 1217G96PRA4YV000</div><div>Reimbursable Expenses</div><div>View: Traveler</div></div><div><table><tr><th>Date</th><th>Description</th><th>Claimed</th><th></th><th></th></tr><tr><td>1/2/2017</td><td>AIRFARE-TRAIN-BUS EXPENSE</td><td>427.00</td><td>Edit</td><td>Delete</td></tr><tr><td>1/2/2017</td><td>SATO-CTO-TMC SVC PROC FEE</td><td>22.00</td><td>Edit</td><td>Delete</td></tr></table></div><div><div>Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare</div><div><div>Add Expense</div><div>Accept Changes</div><div>Cancel Changes</div><div>Help</div></div></div></div>	Date	Description	Claimed			1/2/2017	AIRFARE-TRAIN-BUS EXPENSE	427.00	Edit	Delete	1/2/2017	SATO-CTO-TMC SVC PROC FEE	22.00	Edit	Delete
Date	Description	Claimed														
1/2/2017	AIRFARE-TRAIN-BUS EXPENSE	427.00	Edit	Delete												
1/2/2017	SATO-CTO-TMC SVC PROC FEE	22.00	Edit	Delete												
8	<div>Click Accept Changes and continue with the rest of your claim. Ensure you have all Airfare receipts, orders and any receipts over \$75.00 scanned and attached in the Manage Images section of TPAX.</div> <div><div><div>COASTIE, JODY</div><div>Enroute PCS Travel</div><div>View: Traveler</div></div><div><div><div>TONO: 1217G96PRA4YV000</div><div>Proceed Date: 1/1/2017</div><div>Type of order: PCS</div><div>Number of Days: 23</div><div>End Date: 1/23/2017</div></div></div><div><div>What's Authorized</div><div>Itinerary</div><div>Reimbursables</div></div><div><table><tr><th>Date</th><th>Description</th><th>Claimed</th></tr><tr><td>1/2/2017</td><td>AIRFARE-TRAIN-BUS EXPENSE</td><td>427.00</td></tr><tr><td>1/2/2017</td><td>SATO-CTO-TMC SVC PROC FEE</td><td>22.00</td></tr></table><div>Add / Edit Trip Expenses</div></div><div><div>Back</div><div>Exceptions</div><div>Occasionals</div><div>Accept Changes</div><div>Cancel</div><div>Help</div></div></div>	Date	Description	Claimed	1/2/2017	AIRFARE-TRAIN-BUS EXPENSE	427.00	1/2/2017	SATO-CTO-TMC SVC PROC FEE	22.00						
Date	Description	Claimed														
1/2/2017	AIRFARE-TRAIN-BUS EXPENSE	427.00														
1/2/2017	SATO-CTO-TMC SVC PROC FEE	22.00														

Flying – CONUS to OCONUS

Introduction

This section shows how to account for a member who flew from their old PDS (CONUS) to their new PDS (Outside the Continental US or OCONUS). In this scenario the member traveled to Sterling, VA for an in-brief to Bahrain, then went off to Bahrain.

Procedures

See below.

Step	Action																								
1	<p>When entering the Itinerary, make sure the Departure Date is the actual date you departed the old PDS. The Departure Location should default to your current PDS. Change the Method of Transportation to TP - Government Procured Plane (ALWAYS CHOOSE FOR PCS). The Arrival Date should be the date you actually arrived. In the Reason for Stop, select AD - Authorized Delay. Enter any lodging information since you have been authorized a delay for the in-brief. When finished, click Accept Leg.</p> <div><div>COASTIE, JODY TONO: 1217G96PRA4YV000</div><div><div>Itinerary</div><div>View: Traveler</div></div><table><tr><th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Taxes</th><th>Miles</th></tr><tr><td colspan="12"><div><div><div><div>Departure Date</div><div>01/01/2017</div></div><div><div>Departure Location (click to edit)</div><div>92101 San Diego, CA, San Diego</div></div><div><div>Method of Transportation:</div><div>TP - Govt. Proc. Plane</div></div><div><div><input checked="" type="checkbox"/> Duty Day</div></div></div><div><div><div>Arrival Date</div><div>01/01/2017</div></div><div><div>Arrival Location (click to edit)</div><div>20163 Sterling, VA, Loudoun</div></div><div><div>Reason for Stop:</div><div>AD - Authorized Delay</div></div><div><div><input type="checkbox"/> Duty Day</div></div></div><div><div><div><input type="checkbox"/> Is Local</div><div><input type="checkbox"/> Is Embark</div></div></div><div><div><div>Method of Reimbursement:</div><div>LDP - Lodging Plus</div></div><div><div>Lodging Type:</div><div>CQ - Comm'l Qtrs Incidental Expense Full</div></div><div><div>Meals Type:</div><div>CM - Commercial Meals</div></div></div><div><div><div>Daily Ldg Cost</div><div>97.00</div></div><div><div>Lodging Tax:</div><div>11.00</div></div><div><div>Miles:</div><div>0</div></div></div></div><div><div>Accept Leg</div><div>Cancel Changes</div></div></td></tr></table></div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles	<div><div><div><div>Departure Date</div><div>01/01/2017</div></div><div><div>Departure Location (click to edit)</div><div>92101 San Diego, CA, San Diego</div></div><div><div>Method of Transportation:</div><div>TP - Govt. Proc. Plane</div></div><div><div><input checked="" type="checkbox"/> Duty Day</div></div></div><div><div><div>Arrival Date</div><div>01/01/2017</div></div><div><div>Arrival Location (click to edit)</div><div>20163 Sterling, VA, Loudoun</div></div><div><div>Reason for Stop:</div><div>AD - Authorized Delay</div></div><div><div><input type="checkbox"/> Duty Day</div></div></div><div><div><div><input type="checkbox"/> Is Local</div><div><input type="checkbox"/> Is Embark</div></div></div><div><div><div>Method of Reimbursement:</div><div>LDP - Lodging Plus</div></div><div><div>Lodging Type:</div><div>CQ - Comm'l Qtrs Incidental Expense Full</div></div><div><div>Meals Type:</div><div>CM - Commercial Meals</div></div></div><div><div><div>Daily Ldg Cost</div><div>97.00</div></div><div><div>Lodging Tax:</div><div>11.00</div></div><div><div>Miles:</div><div>0</div></div></div></div> <div><div>Accept Leg</div><div>Cancel Changes</div></div>											
Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles														
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Flying – CONUS to OCONUS, Continued

Procedures,
continued

Step	Action																																							
2	<p>Now enter the trip from VA to Bahrain. When entering the Itinerary, make sure the Departure Date is the actual date you flew. The Departure Location should default to the location from the previous leg. Change the Method of Transportation to TP - Government Procured Plane. The Arrival Date should be the date you actually arrived. Click the Arrival Location link (see Note below). In the Reason for Stop, select MC - Mission Complete if this is your final destination. Check the Is Embark box since you will be flying over the ocean. When finished, click Accept Leg.</p> <div data-bbox="300 775 1359 1321"> <p>COASTIE, JODY TONO: 1217G96PRA4YV000</p> <p style="text-align: right;">View: Traveler</p> <p style="text-align: center;">Itinerary</p> <table border="1"> <thead> <tr> <th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td>1/1/2017</td><td>DEP</td><td>92101 San Diego, CA, San Diego</td><td>TP</td><td><input checked="" type="checkbox"/></td><td></td><td><input type="checkbox"/> LDP</td><td>CQ</td><td><input type="checkbox"/> CM</td><td></td><td></td><td></td><td></td></tr> <tr> <td>1/1/2017</td><td>ARR</td><td>20163 Sterling, VA, Loudoun</td><td>AD</td><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td>0</td><td>97.00</td><td>11.00</td><td>0</td></tr> </tbody> </table> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Departure Date: 01/02/2017</p> <p>Departure Location (click to edit): 20163 Sterling, VA, Loudoun</p> <p>Method of Transportation: TP - Govt. Proc. Plane</p> <p><input type="checkbox"/> Duty Day</p> </div> <div style="width: 45%;"> <p>Arrival Date: 01/02/2017</p> <p>Arrival Location (click to edit): BAHRAIN, BAHRAIN RED INCIDE...</p> <p>Reason for Stop: MC - Mission Complete</p> <p><input type="checkbox"/> Duty Day</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p><input type="checkbox"/> Is Local</p> <p><input checked="" type="checkbox"/> Is Embark</p> </div> <div style="width: 45%;"> <p>Method of Reimbursement:</p> <p>Lodging Type:</p> <p>Meals Type: CM - Commercial Meals</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>Daily Ldg Cost: 0</p> <p>Lodging Tax: 0</p> <p>Miles: 0</p> </div> </div> </div> <div style="text-align: right; margin-top: 10px;"> <p>Accept Leg Cancel Changes</p> </div> </div> <p>Note: When selecting territories or foreign countries, type out the full name of the locality, then use the drop-down to find the county/locality in which the PDS is located. If you do not find the exact one, select OTHER. Then click Accept.</p> <div data-bbox="300 1469 1152 1888"> <p style="background-color: #e0f7fa; padding: 5px;">Destination - Location of New Duty Station</p> <p>Country / State: oconus conus Zip Code / City:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>BAHRAIN</p> <p>BAHRAIN</p> </div> <div style="width: 45%;"> <p></p> <p></p> </div> </div> <p>County / Locality:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>BAHRAIN RED INCIDENTAL</p> <p>BAHRAIN RED INCIDENTAL</p> </div> <div style="width: 45%;"> <p></p> <p></p> </div> </div> <div style="text-align: center; margin-top: 10px;"> <p>Accept Cancel</p> </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles	1/1/2017	DEP	92101 San Diego, CA, San Diego	TP	<input checked="" type="checkbox"/>		<input type="checkbox"/> LDP	CQ	<input type="checkbox"/> CM					1/1/2017	ARR	20163 Sterling, VA, Loudoun	AD	<input type="checkbox"/>					0	97.00	11.00	0
Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles																												
1/1/2017	DEP	92101 San Diego, CA, San Diego	TP	<input checked="" type="checkbox"/>		<input type="checkbox"/> LDP	CQ	<input type="checkbox"/> CM																																
1/1/2017	ARR	20163 Sterling, VA, Loudoun	AD	<input type="checkbox"/>					0	97.00	11.00	0																												

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Flying – CONUS to OCONUS, Continued

Procedures,
continued

Step	Action																																													
3	<p>Review your itinerary and if correct, click Accept Changes and continue with the rest of your claim. Ensure you have all Airfare receipts, orders and any receipts over \$75.00 scanned and attached in the Manage Images section of TPAX.</p> <div><div>COASTIE, JODY TONO: 1217G96PRA4YV000</div><div>Itinerary<div>View: Traveler</div></div><table border="1"><thead><tr><th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Taxes</th><th>Miles</th><th></th><th></th></tr></thead><tbody><tr><td>1/1/2017 1/1/2017</td><td>DEP ARR</td><td>92101 San Diego, CA, San Diego 20163 Sterling, VA, Loudoun</td><td>TP AD</td><td><input checked="" type="checkbox"/> <input type="checkbox"/></td><td></td><td><input type="checkbox"/> LDP</td><td><input type="checkbox"/> CQ</td><td><input type="checkbox"/> CM</td><td><input type="text" value="0"/></td><td><input type="text" value="97.00"/></td><td><input type="text" value="11.00"/></td><td><input type="text" value="0"/></td><td>Edit Insert</td><td>Del</td></tr><tr><td>1/2/2017 1/2/2017</td><td>DEP ARR</td><td>20163 Sterling, VA, Loudoun BA, SAHRAIN RED INCIDENTAL</td><td>TP MC</td><td><input type="checkbox"/> <input type="checkbox"/></td><td></td><td><input type="checkbox"/> NLG</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="text" value="0"/></td><td><input type="text" value="0.00"/></td><td><input type="text" value="0.00"/></td><td><input type="text" value="0"/></td><td>Edit Insert</td><td>Del</td></tr></tbody></table><div><div>Remarks</div><div>Add Leg</div><div>Accept Changes</div><div>Cancel Changes</div><div>Help</div></div></div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles			1/1/2017 1/1/2017	DEP ARR	92101 San Diego, CA, San Diego 20163 Sterling, VA, Loudoun	TP AD	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> LDP	<input type="checkbox"/> CQ	<input type="checkbox"/> CM	<input type="text" value="0"/>	<input type="text" value="97.00"/>	<input type="text" value="11.00"/>	<input type="text" value="0"/>	Edit Insert	Del	1/2/2017 1/2/2017	DEP ARR	20163 Sterling, VA, Loudoun BA, SAHRAIN RED INCIDENTAL	TP MC	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> NLG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	Edit Insert	Del
Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles																																		
1/1/2017 1/1/2017	DEP ARR	92101 San Diego, CA, San Diego 20163 Sterling, VA, Loudoun	TP AD	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> LDP	<input type="checkbox"/> CQ	<input type="checkbox"/> CM	<input type="text" value="0"/>	<input type="text" value="97.00"/>	<input type="text" value="11.00"/>	<input type="text" value="0"/>	Edit Insert	Del																																
1/2/2017 1/2/2017	DEP ARR	20163 Sterling, VA, Loudoun BA, SAHRAIN RED INCIDENTAL	TP MC	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> NLG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	Edit Insert	Del																																

Flying – OCONUS to OCONUS

Introduction

This section shows how to account for a member who flew from their old PDS (OCONUS) to their new PDS (OCONUS).

Itinerary

When flying OCONUS to OCONUS, make sure you select **TP – Govt. Proc. Plane** for your Method of Transportation, NOT CP for Commercial Plane. Also make sure to check the **Is Embark** box since you will be flying over the ocean.

COASTIE, JODY
TONO: 1217G96PRA4YV000

Itinerary View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging Taxes	Miles
<div><div><div>Departure Date: 01/04/2017</div><div>Departure Location (click to edit): 89615 Kodiak, AK, Kodiak Island B...</div><div>Method of Transportation: TP - Govt. Proc. Plane</div><div><input checked="" type="checkbox"/> Duty Day</div></div><div><div>Arrival Date: 01/04/2017</div><div>Arrival Location (click to edit): 86813 Honolulu, HI HAWAII, Honol...</div><div>Reason for Stop: MC - Mission Complete</div><div><input type="checkbox"/> Duty Day</div></div></div> <div><div><input type="checkbox"/> Is Local</div><div><input checked="" type="checkbox"/> Is Embark</div></div> <div><div>Method of Reimbursement:</div><div>Lodging Type:</div><div>Meals Type: CM - Commercial Meals</div></div> <div><div>Daily Ldg Cost: 0</div><div>Lodging Tax: 0</div><div>Miles: 0</div></div>											

Accept Leg

Cancel Changes

You'll need to add your airfare and processing fee as reimbursable expenses. Ensure you have all Airfare receipts, orders and any receipts over \$75.00 scanned and attached in the Manage Images section of TPAX.

Flying – OCONUS to CONUS

Introduction

This section shows how to account for a member who flew from their old PDS (OCONUS) to their new PDS (CONUS).

Itinerary

When flying OCONUS to CONUS, make sure you select **TP – Govt. Proc. Plane** for your Method of Transportation, NOT CP for Commercial Plane. Also make sure to check the **Is Embark** box since you will be flying over the ocean.

COASTIE, JODY
TONO: 1217G96PRA4YV000

View: Traveler

Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging Taxes	Miles
<div><div><div>Departure Date: 01/04/2017</div><div>Departure Location (click to edit): 86813 Honolulu, HI HAWAII, Honolulu</div><div>Method of Transportation: TP - Govt. Proc. Plane</div><div><input checked="" type="checkbox"/> Duty Day</div></div><div><div>Arrival Date: 01/04/2017</div><div>Arrival Location (click to edit): 84501 Alameda, CA, Alameda</div><div>Reason for Stop: MC - Mission Complete</div><div><input type="checkbox"/> Duty Day</div></div></div> <div><div><input type="checkbox"/> Is Local</div><div><input checked="" type="checkbox"/> Is Embark</div></div> <div><div>Method of Reimbursement:</div><div>Lodging Type:</div><div>Meals Type: CM - Commercial Meals</div></div> <div><div>Daily Ldg Cost: 0</div><div>Lodging Tax: 0</div><div>Miles: 0</div></div>											

Accept Leg

Cancel Changes

You'll need to add your airfare and processing fee as reimbursable expenses. Ensure you have all Airfare receipts, orders and any receipts over \$75.00 scanned and attached in the Manage Images section of TPAX.

Home to 1st PDS (Cadets) or Direct Commission

Introduction This section shows how to account for a member who is going from their home to their first duty station (CG Academy).

Procedures See below.

Step	Action
1	<p>Enter your home address at your new PDS. Then click Next.</p> <div><div>COASTIE, JODY TONO: 1217G86PRAY4V000</div><div>Settlement Request</div><div>View: Traveler</div><div>Type of order: PCS Covered from: 1/10/2017 to: 1/10/2017 Type of Settlement Partial Type of Partial: Not a Partial</div><div>Remit To Transactions Entitlements Computations Financial Remarks</div><div>* Address 1: 15 MOHEGAN AVE Address 2: * City: NEW LONDON * Country/State: CT CONNECTICUT * Zip: 06320</div><div>Next Manage Images Receipts SAVE Cancel Help</div></div>
2	<p>Click Add This Entitlement.</p> <div><div>COASTIE, JODY TONO: 1217G86PRAY4V000</div><div>Settlement Request</div><div>View: Traveler</div><div>Type of order: PCS Covered from: 1/10/2017 to: 1/10/2017 Type of Settlement Partial Type of Partial: Not a Partial</div><div>Remit To Transactions Entitlements Computations Financial Remarks</div><div>Travel Not Performed: <input type="checkbox"/> Effective Date: 01/10/2017</div><div>Entitlement Type Dates Encompassed Status Enroute PCS Travel <= Add This Entitlement</div><div>Back Next Manage Images Receipts SAVE Cancel Help</div></div>

Continued on next page

Home to 1st PDS (Cadets) or Direct Commission, Continued

Procedures,
continued

Step	Action																								
3	<p>Enter in the itinerary. Members can either drive, fly, take a train or bus. When finished, click Accept Leg.</p> <div><p>COASTIE, JODY TONO: 1217G96PRA4YV000</p><p style="text-align: right;">View: Traveler</p><p style="text-align: center;">Itinerary</p><table border="1"><thead><tr><th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Lodging Taxes</th><th>Miles</th></tr></thead><tbody><tr><td colspan="12"><div><div><div>Departure Date: 01/10/2017</div><div>Departure Location (click to edit): 20108 Manassas, VA, Manassas</div><div>Method of Transportation: PA - Private Auto</div><div><input checked="" type="checkbox"/> Duty Day</div></div><div><div>Arrival Date: 01/10/2017</div><div>Arrival Location (click to edit): 06320 United States Coast Guard...</div><div>Reason for Stop: MC - Mission Complete</div><div><input type="checkbox"/> Duty Day</div></div></div><div><div><input type="checkbox"/> Is Local</div><div><input type="checkbox"/> Is Embark</div></div><div><div>Method of Reimbursement:</div><div>Lodging Type:</div><div>Meals Type: CM - Commercial Meals</div></div><div><div>Daily Ldg Cost: 0</div><div>Lodging Tax: 0</div><div>Miles: 373</div></div></td></tr></tbody></table></div> <div><div>Accept Leg</div><div>Cancel Changes</div></div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging Taxes	Miles	<div><div><div>Departure Date: 01/10/2017</div><div>Departure Location (click to edit): 20108 Manassas, VA, Manassas</div><div>Method of Transportation: PA - Private Auto</div><div><input checked="" type="checkbox"/> Duty Day</div></div><div><div>Arrival Date: 01/10/2017</div><div>Arrival Location (click to edit): 06320 United States Coast Guard...</div><div>Reason for Stop: MC - Mission Complete</div><div><input type="checkbox"/> Duty Day</div></div></div> <div><div><input type="checkbox"/> Is Local</div><div><input type="checkbox"/> Is Embark</div></div> <div><div>Method of Reimbursement:</div><div>Lodging Type:</div><div>Meals Type: CM - Commercial Meals</div></div> <div><div>Daily Ldg Cost: 0</div><div>Lodging Tax: 0</div><div>Miles: 373</div></div>											
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Home to 1st PDS (Cadets) or Direct Commission, Continued

Procedures,
continued

Step	Action						
5	<p>Click Add/Modify Accounting to add your Line of Accounting, then click Next.</p> <div><div>COASTIE, JODY TONO: 1217G86PRAY4V000</div><div>Settlement RequestView: Traveler</div><div>Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="1/10/2017"/> to: <input type="text" value="1/10/2017"/> Type of Settlement <input type="text" value="Partial"/> Type of Partial: <input type="text" value="Not a Partial"/></div><div>Remit To Transactions Entitlements Computations Financial Remarks</div><table><thead><tr><th>Db/Cr</th><th>Classification String</th><th>Amount</th></tr></thead><tbody><tr><td>Db</td><td>1217G86PRAY4V000 2 P 501 299 21 0 RA 78040 2100</td><td>214.58</td></tr></tbody></table><div>Add/Modify Accounting</div><div>Back Next Manage Images Receipts SAVE Cancel Help</div></div>	Db/Cr	Classification String	Amount	Db	1217G86PRAY4V000 2 P 501 299 21 0 RA 78040 2100	214.58
Db/Cr	Classification String	Amount					
Db	1217G86PRAY4V000 2 P 501 299 21 0 RA 78040 2100	214.58					
6	<p>Enter your Voucher Remarks. When finished click Save.</p> <div><div>COASTIE, JODY TONO: 1217G86PRAY4V000</div><div>Settlement RequestView: Traveler</div><div>Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="1/10/2017"/> to: <input type="text" value="1/10/2017"/> Type of Settlement <input type="text" value="Partial"/> Type of Partial: <input type="text" value="Not a Partial"/></div><div>Remit To Transactions Entitlements Computations Financial Remarks</div><div>Voucher Remarks: Drove from home in Manassas, VA to the CG Academy.</div><div>Back Manage Images Receipts SAVE Cancel Help</div></div> <p>Ensure you have all orders and any receipts over \$75.00 scanned and attached in the Manage Images section of TPAX.</p>						

Mixed Mode – Alaska Ferry (1 POV)

Introduction This section shows how to account for a member who uses more than one method of transportation to PCS Transfer. In this scenario, the member drove from their old PDS in Oklahoma City, OK to Bellingham, WA. There they met the ferry which took them to their new PDS in Kodiak, AK.

Procedures See below.

Step	Action																								
1	<p>Enter your first leg of travel showing the drive to Bellingham, WA. Select AT to signify awaiting transportation on the Alaskan Ferry. Click Accept Leg.</p> <div><div>COASTIE, JODY TONO: 1217G96PRA4YV000</div><div>ItineraryView: Traveler</div><table border="1"><thead><tr><th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Lodging Taxes</th><th>Miles</th></tr></thead><tbody><tr><td colspan="12"><div><div><div>Departure Date 01/05/2017</div><div>Departure Location (click to edit) 73169 Oklahoma City, OK, Oklahoma</div><div>Method of Transportation: PA - Private Auto</div><div><input checked="" type="checkbox"/> Duty Day</div></div><div><div>Arrival Date 01/09/2017</div><div>Arrival Location (click to edit) 88225 Bellingham, WA, Whatcom</div><div>Reason for Stop: AT - Awaiting Transportation</div><div><input type="checkbox"/> Duty Day</div></div></div><div><div><input type="checkbox"/> Is Local</div><div><input type="checkbox"/> Is Embark</div></div><div><div>Method of Reimbursement: LDP - Lodging Plus</div><div>Lodging Type:</div><div>Meals Type: CM - Commercial Meals</div></div><div><div>Daily Ldg Cost 0</div><div>Lodging Tax: 0</div><div>Miles: 2086</div></div></td></tr></tbody></table></div> <div><div>Accept Leg</div><div>Cancel Changes</div></div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging Taxes	Miles	<div><div><div>Departure Date 01/05/2017</div><div>Departure Location (click to edit) 73169 Oklahoma City, OK, Oklahoma</div><div>Method of Transportation: PA - Private Auto</div><div><input checked="" type="checkbox"/> Duty Day</div></div><div><div>Arrival Date 01/09/2017</div><div>Arrival Location (click to edit) 88225 Bellingham, WA, Whatcom</div><div>Reason for Stop: AT - Awaiting Transportation</div><div><input type="checkbox"/> Duty Day</div></div></div> <div><div><input type="checkbox"/> Is Local</div><div><input type="checkbox"/> Is Embark</div></div> <div><div>Method of Reimbursement: LDP - Lodging Plus</div><div>Lodging Type:</div><div>Meals Type: CM - Commercial Meals</div></div> <div><div>Daily Ldg Cost 0</div><div>Lodging Tax: 0</div><div>Miles: 2086</div></div>											
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Mixed Mode – Alaska Ferry (1 POV), Continued

Procedures,
continued

Step	Action																																																
2	<p>Enter the next leg of travel and arrival date to your destination in Alaska. Use AF – Alaska Ferry System to designate the Alaska Marine Highway System (AMHS). The Departure and Arrival dates for the Ferry MUST match the Alaska Marine Highway Itinerary exactly. PPC cannot process an AMHS claim without the itinerary attached. The Is Embark box will be automatically checked by TPAX. When finished, click Accept Leg.</p> <div> <div>COASTIE, JODY TONO: 1217G96PRA4YV000</div> <div>Itinerary View: Traveler</div> <table border="1"> <thead> <tr> <th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Lodging</th><th>Taxes</th><th>Miles</th><th></th><th></th></tr> </thead> <tbody> <tr> <td>1/5/2017 1/9/2017</td><td>DEP ARR</td><td>73169 Oklahoma City, OK, Oklahoma 98225 Bellingham, WA, Whatcom</td><td>PA AT</td><td><input checked="" type="checkbox"/> <input type="checkbox"/></td><td></td><td><input type="checkbox"/> LDP</td><td></td><td><input type="checkbox"/></td><td>0</td><td>0.00</td><td>0.00</td><td>2086</td><td></td><td></td></tr> </tbody> </table> <div> <div> <div> Departure Date 01/09/2017 </div> <div> Departure Location (click to edit) 98225 Bellingham, WA, Whatcom </div> <div> <input type="checkbox"/> Duty Day </div> </div> <div> <div> Arrival Date 01/14/2017 </div> <div> Arrival Location (click to edit) 99615 Kodiak, AK ALASKA, Kodiak... </div> <div> Reason for Stop: MC - Mission Complete </div> <div> <input type="checkbox"/> Duty Day </div> </div> <div> <input type="checkbox"/> Is Local <input checked="" type="checkbox"/> Is Embark </div> <div> Method of Reimbursement: </div> <div> Lodging Type: </div> <div> Meals Type: CM - Commercial Meals </div> <div> Daily Ldg Cost 0 </div> <div> Lodging Tax: 0 </div> <div> Miles: 0 </div> </div> <div> <div>Accept Leg</div> <div>Cancel Changes</div> </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles			1/5/2017 1/9/2017	DEP ARR	73169 Oklahoma City, OK, Oklahoma 98225 Bellingham, WA, Whatcom	PA AT	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> LDP		<input type="checkbox"/>	0	0.00	0.00	2086																			
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3	<p>Review the itinerary and if correct, click Accept Changes.</p> <div> <div>COASTIE, JODY TONO: 1217G96PRA4YV000</div> <div>Itinerary View: Traveler</div> <table border="1"> <thead> <tr> <th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Lodging</th><th>Taxes</th><th>Miles</th><th></th><th></th></tr> </thead> <tbody> <tr> <td>1/5/2017 1/9/2017</td><td>DEP ARR</td><td>73169 Oklahoma City, OK, Oklahoma 98225 Bellingham, WA, Whatcom</td><td>PA AT</td><td><input checked="" type="checkbox"/> <input type="checkbox"/></td><td></td><td><input type="checkbox"/> LDP</td><td></td><td><input type="checkbox"/></td><td>0</td><td>0.00</td><td>0.00</td><td>2086</td><td></td><td>Edit Insert</td><td>Del</td></tr> <tr> <td>1/9/2017 1/14/2017</td><td>DEP ARR</td><td>98225 Bellingham, WA, Whatcom 99615 Kodiak, AK, Kodiak Island Borough</td><td>AF MC</td><td><input type="checkbox"/> <input type="checkbox"/></td><td></td><td><input type="checkbox"/> NLG</td><td></td><td><input checked="" type="checkbox"/></td><td>0</td><td>0.00</td><td>0.00</td><td>0</td><td></td><td>Edit Insert</td><td>Del</td></tr> </tbody> </table> <div> <div>Remarks</div> <div>Add Leg</div> <div> <div>Accept Changes</div> <div>Cancel Changes</div> <div>Help</div> </div> </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles			1/5/2017 1/9/2017	DEP ARR	73169 Oklahoma City, OK, Oklahoma 98225 Bellingham, WA, Whatcom	PA AT	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> LDP		<input type="checkbox"/>	0	0.00	0.00	2086		Edit Insert	Del	1/9/2017 1/14/2017	DEP ARR	98225 Bellingham, WA, Whatcom 99615 Kodiak, AK, Kodiak Island Borough	AF MC	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> NLG		<input checked="" type="checkbox"/>	0	0.00	0.00	0		Edit Insert	Del
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Mixed Mode – Alaska Ferry (1 POV), Continued

Procedures,
continued

Step	Action																																		
4	<p>Don't forget to add all Reimbursable expenses including: Ferry receipts, tolls and any receipts for claimed items over \$75.00. Use the Manage Images function to attach them to your claim.</p> <p>Check the Computations Tab to ensure all expenditures have been added and the calculations are correct.</p> <div><div>COASTIE, JODY TONO: 1217G96PRA4YV000</div><div>Settlement Request<div>View: Traveler</div></div><div>Type of order: PCS Covered from: 1/5/2017 to: 1/15/2017 Type of Settlement Partial Type of Partial: Not a Partial</div><table><thead><tr><th>Remit To</th><th>Transactions</th><th>Entitlements</th><th>Computations</th><th>Financial</th><th>Remarks</th></tr></thead><tbody><tr><td colspan="2"></td><td><table><thead><tr><th>Description</th><th>Total</th></tr></thead><tbody><tr><td>Memb/Emp PCS Per Diem</td><td>1,005.75</td></tr><tr><td>Memb/Emp MALT</td><td>396.34</td></tr></tbody></table></td><td><table><tbody><tr><td>Total Entitlement</td><td>1,402.09</td></tr><tr><td>Deductions</td><td>0.00</td></tr><tr><td>Partial Payments</td><td>0.00</td></tr><tr><td>Amount Payable</td><td>1,402.09</td></tr><tr><td>Advances</td><td>0.00</td></tr><tr><td>Due Employee</td><td>1,402.09</td></tr><tr><td>Split Payment</td><td>0.00</td></tr><tr><td>Computed Split</td><td>0.00</td></tr></tbody></table><p>Enter amount in Split Payment field to pay GTCC</p></td><td colspan="2"></td></tr></tbody></table><div>Method of Payment Direct Deposit</div><div>Apply Advances</div><div>Back Next Manage Images Receipts SAVE Cancel Help</div></div>	Remit To	Transactions	Entitlements	Computations	Financial	Remarks			<table><thead><tr><th>Description</th><th>Total</th></tr></thead><tbody><tr><td>Memb/Emp PCS Per Diem</td><td>1,005.75</td></tr><tr><td>Memb/Emp MALT</td><td>396.34</td></tr></tbody></table>	Description	Total	Memb/Emp PCS Per Diem	1,005.75	Memb/Emp MALT	396.34	<table><tbody><tr><td>Total Entitlement</td><td>1,402.09</td></tr><tr><td>Deductions</td><td>0.00</td></tr><tr><td>Partial Payments</td><td>0.00</td></tr><tr><td>Amount Payable</td><td>1,402.09</td></tr><tr><td>Advances</td><td>0.00</td></tr><tr><td>Due Employee</td><td>1,402.09</td></tr><tr><td>Split Payment</td><td>0.00</td></tr><tr><td>Computed Split</td><td>0.00</td></tr></tbody></table> <p>Enter amount in Split Payment field to pay GTCC</p>	Total Entitlement	1,402.09	Deductions	0.00	Partial Payments	0.00	Amount Payable	1,402.09	Advances	0.00	Due Employee	1,402.09	Split Payment	0.00	Computed Split	0.00		
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Mixed Mode – Drive/Fly to Ship

Introduction

This section shows how to account for a member who uses more than one method of transportation to PCS Transfer. In this scenario, the member drove to their parents' house in Sacramento, CA to drop off their vehicle, took some leave, then flew to their new PDS homeport in Mayport, FL.

Procedures

See below.

Step	Action																																													
1	<p>Enter both legs of travel, then click Accept Changes.</p> <div><p>COASTIE, JODY TONO: 1217G96PRA4YV000</p><p>Itinerary View: Traveler</p><table border="1"><thead><tr><th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Taxes</th><th>Miles</th><th></th><th></th></tr></thead><tbody><tr><td>1/1/2017 1/2/2017</td><td>DEP ARR</td><td>98134 Seattle, WA, King 94299 Sacramento, CA, Sacramento</td><td>PA LV</td><td><input checked="" type="checkbox"/> <input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>CQ</td><td><input type="checkbox"/></td><td>0</td><td>0.00</td><td>0.00</td><td>755</td><td>Edit Insert</td><td>Del</td></tr><tr><td>1/8/2017 1/8/2017</td><td>DEP ARR</td><td>94299 Sacramento, CA, Sacramento 32228 Mayport, FL, Duval</td><td>TP MC</td><td><input type="checkbox"/> <input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>NLG</td><td><input type="checkbox"/></td><td>0</td><td>0.00</td><td>0.00</td><td>0</td><td>Edit Insert</td><td>Del</td></tr></tbody></table><p>Remarks Add Leg</p><p>Accept Changes Cancel Changes Help</p></div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles			1/1/2017 1/2/2017	DEP ARR	98134 Seattle, WA, King 94299 Sacramento, CA, Sacramento	PA LV	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CQ	<input type="checkbox"/>	0	0.00	0.00	755	Edit Insert	Del	1/8/2017 1/8/2017	DEP ARR	94299 Sacramento, CA, Sacramento 32228 Mayport, FL, Duval	TP MC	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NLG	<input type="checkbox"/>	0	0.00	0.00	0	Edit Insert	Del
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1/1/2017 1/2/2017	DEP ARR	98134 Seattle, WA, King 94299 Sacramento, CA, Sacramento	PA LV	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CQ	<input type="checkbox"/>	0	0.00	0.00	755	Edit Insert	Del																																
1/8/2017 1/8/2017	DEP ARR	94299 Sacramento, CA, Sacramento 32228 Mayport, FL, Duval	TP MC	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NLG	<input type="checkbox"/>	0	0.00	0.00	0	Edit Insert	Del																																
2	<p>Click Next.</p> <div><p>COASTIE, JODY</p><p>Enroute PCS Travel View: Traveler</p><div><p>TONO: 1217G96PRA4YV000</p><p>Type of order: PCS</p><p>Proceed Date: 1/1/2017</p><p>Number of Days: 23</p><p>End Date: 1/23/2017</p></div><p>What's Authorized Itinerary Constructed Itinerary Reimbursables</p><p>Duration of travel: Greater than or equal to 24 hours</p><table border="1"><thead><tr><th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Taxes</th><th>Miles</th><th></th><th></th></tr></thead><tbody><tr><td>1/1/2017 1/1/2017</td><td>DEP ARR</td><td>98134 Seattle, WASHINGTON 94299 Sacramento, CALIFORNIA</td><td>PA LV</td><td><input checked="" type="checkbox"/> <input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>CQ</td><td><input type="checkbox"/></td><td>0</td><td>0.00</td><td>0.00</td><td>804</td><td></td><td></td></tr><tr><td>1/8/2017 1/8/2017</td><td>DEP ARR</td><td>94299 Sacramento, CALIFORNIA 32228 Mayport, FLORIDA</td><td>TP MC</td><td><input type="checkbox"/> <input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>NLG</td><td><input type="checkbox"/></td><td>0</td><td>0.00</td><td>0.00</td><td>0</td><td></td><td></td></tr></tbody></table><p>Add / Edit Trip Itinerary</p><p>Back Next Exceptions Occasionals Accept Changes Cancel Help</p></div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles			1/1/2017 1/1/2017	DEP ARR	98134 Seattle, WASHINGTON 94299 Sacramento, CALIFORNIA	PA LV	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CQ	<input type="checkbox"/>	0	0.00	0.00	804			1/8/2017 1/8/2017	DEP ARR	94299 Sacramento, CALIFORNIA 32228 Mayport, FLORIDA	TP MC	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NLG	<input type="checkbox"/>	0	0.00	0.00	0		
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Mixed Mode – Drive/Fly to Ship, Continued

Procedures,
continued

Step	Action														
3	<p>No matter which method you take, the system will only pay the maximum of the amount it would cost to drive from Seattle to Mayport. Click Next.</p> <div><p>COASTIE, JODY View: Traveler</p><p style="text-align: center;">Enroute PCS Travel</p><div><div>TONO: 1217G96PRA4YV000 Type of order: PCS</div><div>Proceed Date: 1/1/2017 Number of Days: 23 End Date: 1/23/2017</div></div><div><div>What's Authorized</div><div>Itinerary</div><div>Constructed Itinerary</div><div>Reimbursables</div></div><div>Duration of travel: Greater than or equal to 24 hours</div><table><thead><tr><th>Depart Date</th><th>Arrive Date</th><th>To Location</th><th>Auth. Miles</th><th>Mem GTR</th><th>Const. Dep. Date</th><th>Const. Arr. Date</th></tr></thead><tbody><tr><td>1/1/2017</td><td>1/8/2017</td><td>32228 Mayport, FLORIDA</td><td>3028</td><td>0.00</td><td></td><td></td></tr></tbody></table><div>Recalculate Dates</div><div><div>Back</div><div>Next</div><div>Exceptions</div><div>Occasionals</div><div>Accept Changes</div><div>Cancel</div><div>Help</div></div></div>	Depart Date	Arrive Date	To Location	Auth. Miles	Mem GTR	Const. Dep. Date	Const. Arr. Date	1/1/2017	1/8/2017	32228 Mayport, FLORIDA	3028	0.00		
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1/1/2017	1/8/2017	32228 Mayport, FLORIDA	3028	0.00											
4	<p>Add your Reimbursable Expenses, then click Accept Changes.</p> <div><p>COASTIE, JODY View: Traveler</p><p style="text-align: center;">Enroute PCS Travel</p><div><div>TONO: 1217G96PRA4YV000 Type of order: PCS</div><div>Proceed Date: 1/1/2017 Number of Days: 23 End Date: 1/23/2017</div></div><div><div>What's Authorized</div><div>Itinerary</div><div>Constructed Itinerary</div><div>Reimbursables</div></div><table><thead><tr><th>Date</th><th>Description</th><th>Claimed</th></tr></thead><tbody><tr><td>1/1/2017</td><td>AIRFARE-TRAIN-BUS EXPENSE</td><td>408.00</td></tr><tr><td>1/1/2017</td><td>SATO-CTO-TMC SVC PROC FEE</td><td>22.00</td></tr></tbody></table><div>Add / Edit Trip Expenses</div><div><div>Back</div><div>Exceptions</div><div>Occasionals</div><div>Accept Changes</div><div>Cancel</div><div>Help</div></div></div>	Date	Description	Claimed	1/1/2017	AIRFARE-TRAIN-BUS EXPENSE	408.00	1/1/2017	SATO-CTO-TMC SVC PROC FEE	22.00					
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Continued on next page

Mixed Mode – Drive/Fly to Ship, Continued

Procedures,
continued

Step	Action														
5	<p>Click Next to view the computations tab.</p> <div><div>COASTIE, JODY TONO: 1217G96PRA4YV000</div><div>Settlement RequestView: Traveler</div></div> <div><div>Type of order: PCS Covered from: 1/1/2017 to: 1/23/2017</div><div>Type of Settlement Partial Type of Partial: Not a Partial</div></div> <div><div>Remit To</div><div>Transactions</div><div>Entitlements</div><div>Computations</div><div>Financial</div><div>Remarks</div></div> <div><div>Travel Not Performed: <input type="checkbox"/></div><div>Effective Date: 1/1/2017</div></div> <table><thead><tr><th></th><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th><th></th><th></th><th></th></tr></thead><tbody><tr><td>Edit</td><td>Enroute PCS Travel</td><td>1/1/2017-1/8/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs</td><td>Comp</td></tr></tbody></table> <div><div></div><div><= Add This Entitlement</div></div> <div><div>Back</div><div>Next</div><div>Manage Images</div><div>Receipts</div><div>SAVE</div><div>Cancel</div><div>Help</div></div>		Entitlement Type	Dates Encompassed	Status				Edit	Enroute PCS Travel	1/1/2017-1/8/2017	Validated Data	Delete	Calcs	Comp
	Entitlement Type	Dates Encompassed	Status												
Edit	Enroute PCS Travel	1/1/2017-1/8/2017	Validated Data	Delete	Calcs	Comp									

Continued on next page

Mixed Mode – Drive/Fly to Ship, Continued

Procedures,
continued

Step	Action																																																						
6	<p>Since it's below the maximum allowed, the system is paying both the airfare costs and mileage and per diem for driving. Click Next.</p> <div> <div> COASTIE, JODY TONO: 1217G96PRA4YV000 </div> <div> Settlement Request View: Traveler </div> </div> <div> Type of order: PCS Covered from: 1/1/2017 to: 1/23/2017 Type of Settlement Partial Type of Partial: Not a Partial </div> <div> <table border="1"> <thead> <tr> <th>Remit To</th><th>Transactions</th><th>Entitlements</th><th>Computations</th><th>Financial</th><th>Remarks</th></tr> </thead> <tbody> <tr> <td colspan="2"> <table border="1"> <thead> <tr> <th>Description</th><th>Total</th></tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td><td>180.25</td></tr> <tr> <td>Memb/Emp Transportation</td><td>430.00</td></tr> <tr> <td>Memb/Emp MALT</td><td>142.69</td></tr> </tbody> </table> </td><td colspan="4"> <table> <tr> <td>Total Entitlement</td><td>752.94</td></tr> <tr> <td>Deductions</td><td>0.00</td></tr> <tr> <td>Partial Payments</td><td>0.00</td></tr> <tr> <td>Amount Payable</td><td>752.94</td></tr> <tr> <td>Advances</td><td>0.00</td></tr> </table> </td></tr> <tr> <td colspan="2"> Method of Payment Direct Deposit </td><td colspan="4"> <table> <tr> <td>Due Employee</td><td>752.94</td></tr> <tr> <td>Split Payment</td><td>0.00</td></tr> <tr> <td>Computed Split</td><td>0.00</td></tr> </table> </td></tr> <tr> <td colspan="2"> <div>Apply Advances</div> </td><td colspan="4"> Enter amount in Split Payment field to pay GTCC </td></tr> <tr> <td colspan="6"> This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed </td></tr> </tbody> </table> </div> <div> Back Next Manage Images Receipts SAVE Cancel Help </div>	Remit To	Transactions	Entitlements	Computations	Financial	Remarks	<table border="1"> <thead> <tr> <th>Description</th><th>Total</th></tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td><td>180.25</td></tr> <tr> <td>Memb/Emp Transportation</td><td>430.00</td></tr> <tr> <td>Memb/Emp MALT</td><td>142.69</td></tr> </tbody> </table>		Description	Total	Memb/Emp PCS Per Diem	180.25	Memb/Emp Transportation	430.00	Memb/Emp MALT	142.69	<table> <tr> <td>Total Entitlement</td><td>752.94</td></tr> <tr> <td>Deductions</td><td>0.00</td></tr> <tr> <td>Partial Payments</td><td>0.00</td></tr> <tr> <td>Amount Payable</td><td>752.94</td></tr> <tr> <td>Advances</td><td>0.00</td></tr> </table>				Total Entitlement	752.94	Deductions	0.00	Partial Payments	0.00	Amount Payable	752.94	Advances	0.00	Method of Payment Direct Deposit		<table> <tr> <td>Due Employee</td><td>752.94</td></tr> <tr> <td>Split Payment</td><td>0.00</td></tr> <tr> <td>Computed Split</td><td>0.00</td></tr> </table>				Due Employee	752.94	Split Payment	0.00	Computed Split	0.00	<div>Apply Advances</div>		Enter amount in Split Payment field to pay GTCC				This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed					
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Mixed Mode – Drive/Fly to Ship, Continued

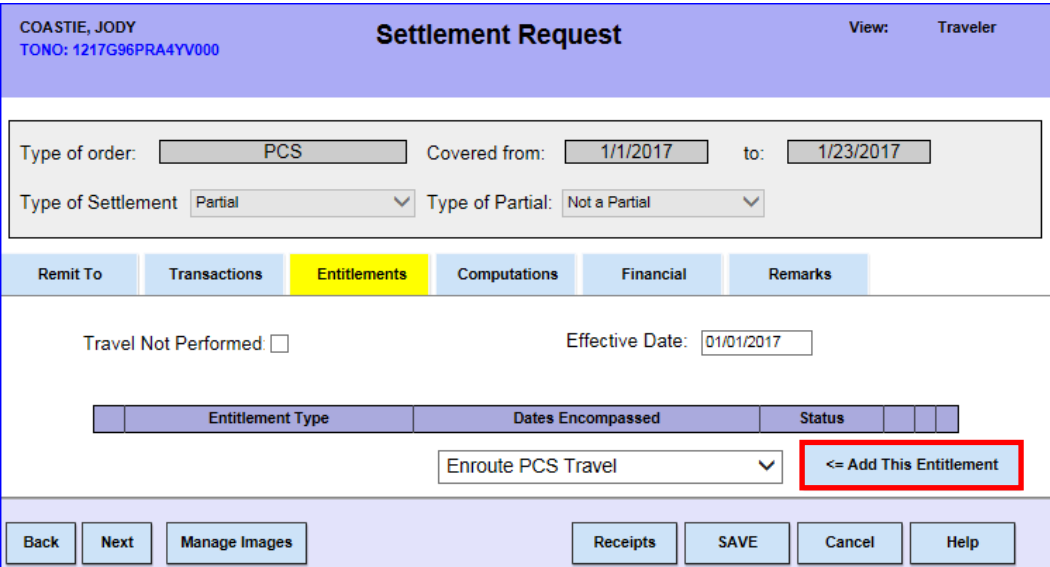
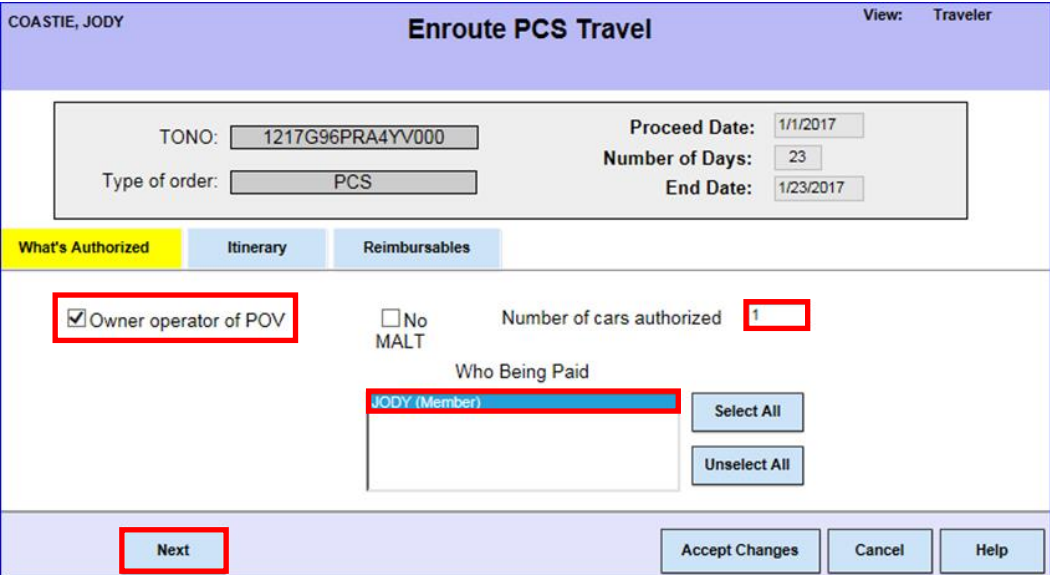
Procedures,
continued

Step	Action
8	<p>Make sure you designate in the remarks what actually happened, then click Save.</p> <div><div>COASTIE, JODY TONO: 1217G96PRA4YV000</div><div>Settlement Request</div><div>View: Traveler</div><div>Type of order: PCS Covered from: 1/1/2017 to: 1/23/2017</div><div>Type of Settlement Partial Type of Partial: Not a Partial</div><div>Remit To Transactions Entitlements Computations Financial Remarks</div><div>Voucher Remarks: I drove from Seattle, WA to my parents house in Sacramento, CA to drop off my vehicle. I took a few days of leave before flying to Mayport to meet the boat.</div><div>Back Manage Images Receipts SAVE Cancel Help</div></div> <p>Ensure you have all Airfare receipts, orders and any receipts over \$75.00 are scanned and attached in the Manage Images section of TPAX.</p>

Mixed Mode – Fly/Drive to PDS (CONUS to CONUS)

Introduction This section shows how to account for a member who uses more than one method of transportation to PCS Transfer. In this scenario, the member flew from San Diego, CA to Albuquerque, NM, took some leave, then drove to Miami, FL.

Procedures See below.

Step	Action
1	<p>Click Add This Entitlement.</p> 
2	<p>Check the Owner operator of POV box, leave the number of cars authorized as one, select the member and then click Next.</p> 

Continued on next page

Mixed Mode – Fly/Drive to PDS (CONUS to CONUS), Continued

Procedures,
continued

Step	Action																										
3	<p>Select Greater than or equal to 24 hours from the Duration of Travel drop-down.</p> <div> <div>COASTIE, JODY</div> <div>Enroute PCS Travel</div> <div>View: Traveler</div> <div> <div>TONO: 1217G96PRA4YV000</div> <div>Proceed Date: 1/1/2017</div> <div>Type of order: PCS</div> <div>Number of Days: 23</div> <div>End Date: 1/23/2017</div> </div> <div> <div>What's Authorized</div> <div>Itinerary</div> <div>Reimbursables</div> </div> <div> <div>Duration of travel: No trip itinerary to be entered</div> <div>Greater than or equal to 24 hours</div> </div> <table border="1"> <thead> <tr> <th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Lodging</th><th>Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td colspan="13">Add / Edit Trip Itinerary</td> </tr> </tbody> </table> <div> <div>Back</div> <div>Next</div> <div>Accept Changes</div> <div>Cancel</div> <div>Help</div> </div> </div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles	Add / Edit Trip Itinerary												
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Add / Edit Trip Itinerary																											
4	<p>When entering the Itinerary, make sure the Departure Date is the actual date you flew. The Departure Location should default to your current PDS. Change the Method of Transportation to TP - Government Procured Plane. The Arrival Date should be the date you actually arrived. Select LV - Leave from the Reason for Stop drop-down. When finished, click Accept Leg.</p> <div> <div>COASTIE, JODY</div> <div>TONO: 1217G96PRA4YV000</div> <div>Itinerary</div> <div>View: Traveler</div> <table border="1"> <thead> <tr> <th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Lodging</th><th>Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td colspan="13"> <div> <div> <div>Departure Date: 01/01/2017</div> <div>Departure Location (click to edit): 82101 San Diego, CA, San Diego</div> <div>Method of Transportation: TP - Govt. Proc. Plane</div> <div><input checked="" type="checkbox"/> Duty Day</div> </div> <div> <div>Arrival Date: 01/01/2017</div> <div>Arrival Location (click to edit): 87101 Albuquerque, NM, Bernalillo</div> <div>Reason for Stop: LV - Leave</div> <div><input type="checkbox"/> Duty Day</div> </div> <div> <div><input type="checkbox"/> Is Local</div> <div><input type="checkbox"/> Is Embark</div> </div> <div> <div>Method of Reimbursement:</div> <div>Lodging Type: CQ - Comm'l Qtrs Incidental Expense Full</div> <div>Meals Type: M&IE: 51.00</div> <div>CM - Commercial Meals</div> </div> <div> <div>Daily Ldg Cost: 0</div> <div>Lodging Tax: 0</div> <div>Miles: 0</div> </div> </div> <div> <div>Accept Leg</div> <div>Cancel Changes</div> </div> </td> </tr> </tbody> </table> </div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles	<div> <div> <div>Departure Date: 01/01/2017</div> <div>Departure Location (click to edit): 82101 San Diego, CA, San Diego</div> <div>Method of Transportation: TP - Govt. Proc. Plane</div> <div><input checked="" type="checkbox"/> Duty Day</div> </div> <div> <div>Arrival Date: 01/01/2017</div> <div>Arrival Location (click to edit): 87101 Albuquerque, NM, Bernalillo</div> <div>Reason for Stop: LV - Leave</div> <div><input type="checkbox"/> Duty Day</div> </div> <div> <div><input type="checkbox"/> Is Local</div> <div><input type="checkbox"/> Is Embark</div> </div> <div> <div>Method of Reimbursement:</div> <div>Lodging Type: CQ - Comm'l Qtrs Incidental Expense Full</div> <div>Meals Type: M&IE: 51.00</div> <div>CM - Commercial Meals</div> </div> <div> <div>Daily Ldg Cost: 0</div> <div>Lodging Tax: 0</div> <div>Miles: 0</div> </div> </div> <div> <div>Accept Leg</div> <div>Cancel Changes</div> </div>												
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Mixed Mode – Fly/Drive to PDS (CONUS to CONUS), Continued

Procedures,
continued

Step	Action																																												
5	<p>Now enter the next leg of your trip. The Departure Date should be the day you started driving. The Departure Location should default from the previous leg of travel. Change the Method of Transportation to PA - Private Auto. The Arrival Date should always be the date you reported to your new PDS. Enter your Arrival Location. If this is your final destination, select MC - Mission Complete in the Reason for Stop. When finished, click Accept Leg.</p> <div> <div> COASTIE, JODY TONO: 1217G96PRA4YV000 </div> <div> Itinerary View: Traveler </div> </div> <table border="1"> <thead> <tr> <th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Lodging Taxes</th><th>Miles</th><th></th></tr> </thead> <tbody> <tr> <td>1/1/2017 1/1/2017</td><td>DEP ARR</td><td>92101 San Diego, CA, San Diego 87101 Albuquerque, NM, Bernalillo</td><td>TP LV</td><td><input checked="" type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td>CQ</td><td><input type="checkbox"/></td><td></td><td>0</td><td>0.00</td><td>0.00</td><td>0</td></tr> </tbody> </table> <div> <div> Departure Date: 01/06/2017 <input type="checkbox"/> Duty Day </div> <div> Departure Location (click to edit): 87101 Albuquerque, NM, Bernalillo Method of Transportation: PA - Private Auto </div> <div> Arrival Date: 01/23/2017 <input type="checkbox"/> Duty Day </div> <div> Arrival Location (click to edit): 33130 Miami, FL, Miami-Dade Reason for Stop: MC - Mission Complete </div> <div> <input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark </div> <div> Method of Reimbursement: Lodging Type: Meals Type: CM - Commercial Meals </div> <div> Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 1958 </div> </div> <div> Accept Leg Cancel Changes </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging Taxes	Miles		1/1/2017 1/1/2017	DEP ARR	92101 San Diego, CA, San Diego 87101 Albuquerque, NM, Bernalillo	TP LV	<input checked="" type="checkbox"/>		<input type="checkbox"/>	CQ	<input type="checkbox"/>		0	0.00	0.00	0																
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6	<p>Review the itinerary again and if correct, click Accept Changes.</p> <div> <div> COASTIE, JODY TONO: 1217G96PRA4YV000 </div> <div> Itinerary View: Traveler </div> </div> <table border="1"> <thead> <tr> <th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Lodging Taxes</th><th>Miles</th><th></th></tr> </thead> <tbody> <tr> <td>1/1/2017 1/1/2017</td><td>DEP ARR</td><td>92101 San Diego, CA, San Diego 87101 Albuquerque, NM, Bernalillo</td><td>TP LV</td><td><input checked="" type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td>CQ</td><td><input type="checkbox"/></td><td></td><td>0</td><td>0.00</td><td>0.00</td><td>0</td><td>Edit Insert Del</td></tr> <tr> <td>1/6/2017 1/23/2017</td><td>DEP ARR</td><td>87101 Albuquerque, NM, Bernalillo 33130 Miami, FL, Miami-Dade</td><td>PA MC</td><td><input type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td>NLG</td><td><input type="checkbox"/></td><td></td><td>0</td><td>0.00</td><td>0.00</td><td>1958</td><td>Edit Insert Del</td></tr> </tbody> </table> <div> Remarks Add Leg </div> <div> Accept Changes Cancel Changes Help </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging Taxes	Miles		1/1/2017 1/1/2017	DEP ARR	92101 San Diego, CA, San Diego 87101 Albuquerque, NM, Bernalillo	TP LV	<input checked="" type="checkbox"/>		<input type="checkbox"/>	CQ	<input type="checkbox"/>		0	0.00	0.00	0	Edit Insert Del	1/6/2017 1/23/2017	DEP ARR	87101 Albuquerque, NM, Bernalillo 33130 Miami, FL, Miami-Dade	PA MC	<input type="checkbox"/>		<input type="checkbox"/>	NLG	<input type="checkbox"/>		0	0.00	0.00	1958	Edit Insert Del
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Mixed Mode – Fly/Drive to PDS (CONUS to CONUS), Continued

Procedures,
continued

Step	Action																																																																	
7	<p>Select the Reimbursables tab.</p> <div> <div> COASTIE, JODY <div>Enroute PCS Travel</div> <div>View: Traveler</div> </div> <div> <div> TONO: 1217G96PRA4YV000 Proceed Date: 1/1/2017 </div> <div> Type of order: PCS Number of Days: 23 </div> <div> End Date: 1/23/2017 </div> </div> <div> What's Authorized Itinerary Constructed Itinerary Reimbursables </div> <div> Duration of travel: Greater than or equal to 24 hours </div> <table border="1"> <thead> <tr> <th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td>1/1/2017</td><td>DEP</td><td>San Diego, CALIFORNIA</td><td>TP</td><td><input checked="" type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td>0</td><td>0.00</td><td>0.00</td><td>0</td></tr> <tr> <td>1/1/2017</td><td>ARR</td><td>87101 Albuquerque, NEW MEXICO</td><td>LV</td><td><input type="checkbox"/></td><td></td><td></td><td>CQ</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>1/6/2017</td><td>DEP</td><td>87101 Albuquerque, NEW MEXICO</td><td>PA</td><td><input type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td>0</td><td>0.00</td><td>0.00</td><td>1958</td></tr> <tr> <td>1/23/2017</td><td>ARR</td><td>33130 Miami, FLORIDA</td><td>MC</td><td><input type="checkbox"/></td><td></td><td></td><td>NLG</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <div>Add / Edit Trip Itinerary</div> <div> Back Next Exceptions Occasionals Accept Changes Cancel Help </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles	1/1/2017	DEP	San Diego, CALIFORNIA	TP	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	0	0.00	0.00	0	1/1/2017	ARR	87101 Albuquerque, NEW MEXICO	LV	<input type="checkbox"/>			CQ						1/6/2017	DEP	87101 Albuquerque, NEW MEXICO	PA	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	0	0.00	0.00	1958	1/23/2017	ARR	33130 Miami, FLORIDA	MC	<input type="checkbox"/>			NLG					
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1/23/2017	ARR	33130 Miami, FLORIDA	MC	<input type="checkbox"/>			NLG																																																											
8	<p>Now you must add your airfare as a reimbursable expense. Click Add/Edit Trip Expense.</p> <div> <div> COASTIE, JODY <div>Enroute PCS Travel</div> <div>View: Traveler</div> </div> <div> <div> TONO: 1217G96PRA4YV000 Proceed Date: 1/1/2017 </div> <div> Type of order: PCS Number of Days: 23 </div> <div> End Date: 1/23/2017 </div> </div> <div> What's Authorized Itinerary Constructed Itinerary Reimbursables </div> <table border="1"> <thead> <tr> <th>Date</th><th>Description</th><th>Claimed</th></tr> </thead> <tbody> </tbody> </table> <div>Add / Edit Trip Expenses</div> <div> Back Exceptions Occasionals Accept Changes Cancel Help </div> </div>	Date	Description	Claimed																																																														
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Mixed Mode – Fly/Drive to PDS (CONUS to CONUS), Continued

Procedures,
continued

Step	Action																								
9	<p>Add all reimbursable expenses, then click Accept Changes.</p> <div><p>COASTIE, JODY TONO: 1217G96PRA4YV000</p><p style="text-align: right;">View: Traveler</p><h3 style="text-align: center;">Reimbursable Expenses</h3><table border="1"><thead><tr><th>Date</th><th>Description</th><th>Claimed</th><th>Const. Leg</th><th></th><th></th></tr></thead><tbody><tr><td>1/1/2017</td><td>AIRFARE-TRAIN-BUS EXPENSE</td><td>242.00</td><td>1</td><td>Edit</td><td>Delete</td></tr><tr><td>1/1/2017</td><td>SATO-CTO-TMC SVC PROC FEE</td><td>7.75</td><td>1</td><td>Edit</td><td>Delete</td></tr><tr><td>1/6/2017</td><td>AIRFARE-TRAIN-BUS EXPENSE</td><td>10.00</td><td>1</td><td>Edit</td><td>Delete</td></tr></tbody></table><p>Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare</p><div><div>Accept Changes</div><div>Cancel Changes</div><div>Add Expense</div><div>Help</div></div></div>	Date	Description	Claimed	Const. Leg			1/1/2017	AIRFARE-TRAIN-BUS EXPENSE	242.00	1	Edit	Delete	1/1/2017	SATO-CTO-TMC SVC PROC FEE	7.75	1	Edit	Delete	1/6/2017	AIRFARE-TRAIN-BUS EXPENSE	10.00	1	Edit	Delete
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10	<p>Click Accept Changes.</p> <div><p>COASTIE, JODY</p><h3 style="text-align: center;">Enroute PCS Travel</h3><p style="text-align: right;">View: Traveler</p><div><p>TONO: 1217G96PRA4YV000</p><p>Type of order: PCS</p><p>Proceed Date: 1/1/2017</p><p>Number of Days: 23</p><p>End Date: 1/23/2017</p></div><div><div>What's Authorized</div><div>Itinerary</div><div>Constructed Itinerary</div><div>Reimbursables</div></div><table border="1"><thead><tr><th>Date</th><th>Description</th><th>Claimed</th></tr></thead><tbody><tr><td>1/1/2017</td><td>AIRFARE-TRAIN-BUS EXPENSE</td><td>242.00</td></tr><tr><td>1/1/2017</td><td>SATO-CTO-TMC SVC PROC FEE</td><td>7.75</td></tr><tr><td>1/6/2017</td><td>AIRFARE-TRAIN-BUS EXPENSE</td><td>10.00</td></tr></tbody></table><div><div>Add / Edit Trip Expenses</div></div><div><div>Back</div><div>Exceptions</div><div>Occasionals</div><div>Accept Changes</div><div>Cancel</div><div>Help</div></div></div>	Date	Description	Claimed	1/1/2017	AIRFARE-TRAIN-BUS EXPENSE	242.00	1/1/2017	SATO-CTO-TMC SVC PROC FEE	7.75	1/6/2017	AIRFARE-TRAIN-BUS EXPENSE	10.00												
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Mixed Mode – Fly/Drive to PDS (CONUS to CONUS), Continued

Procedures,
continued

Step	Action														
11	<p>Click Next to view the Computations.</p> <div><div>COASTIE, JODY TONO: 1217G96PRA4YV000</div><div>Settlement Request</div><div>View: Traveler</div></div> <div><div>Type of order: PCS Covered from: 1/1/2017 to: 1/23/2017</div><div>Type of Settlement: Partial Type of Partial: Not a Partial</div></div> <div><div>Remit To</div><div>Transactions</div><div>Entitlements</div><div>Computations</div><div>Financial</div><div>Remarks</div></div> <div><div>Travel Not Performed: <input type="checkbox"/></div><div>Effective Date: 1/1/2017</div></div> <table><thead><tr><th></th><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th><th></th><th></th><th></th></tr></thead><tbody><tr><td>Edit</td><td>Enroute PCS Travel</td><td>1/1/2017-1/23/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs</td><td>Comp</td></tr></tbody></table> <div><div></div><div><= Add This Entitlement</div></div> <div><div>Back</div><div>Next</div><div>Manage Images</div><div>Receipts</div><div>SAVE</div><div>Cancel</div><div>Help</div></div>		Entitlement Type	Dates Encompassed	Status				Edit	Enroute PCS Travel	1/1/2017-1/23/2017	Validated Data	Delete	Calcs	Comp
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Edit	Enroute PCS Travel	1/1/2017-1/23/2017	Validated Data	Delete	Calcs	Comp									

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Mixed Mode – Fly/Drive to PDS (CONUS to CONUS), Continued

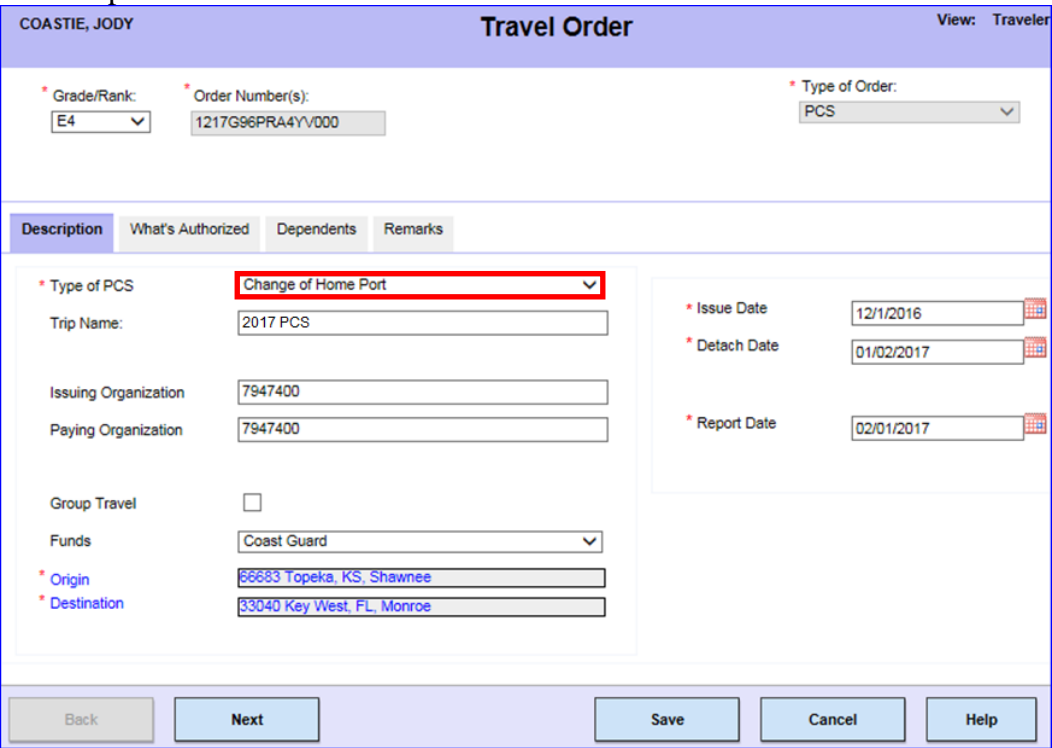
Procedures,
continued

Step	Action																																
12	<p>Notice you will get per diem and MALT as well as your transportation costs paid. Ensure you have all Airfare receipts, orders and any receipts over \$75.00 scanned and attached in the Manage Images section of TPAX.</p> <div><div>COASTIE, JODY TONO: 1217G96PRA4YV000</div><div>Settlement Request<div>View: Traveler</div></div></div> <div><div>Type of order: PCS Covered from: 1/1/2017 to: 1/23/2017</div><div>Type of Settlement Partial Type of Partial: Not a Partial</div></div> <table><thead><tr><th>Remit To</th><th>Transactions</th><th>Entitlements</th><th>Computations</th><th>Financial</th><th>Remarks</th></tr></thead><tbody><tr><td colspan="4"><table><thead><tr><th>Description</th><th>Total</th></tr></thead><tbody><tr><td>Memb/Emp PCS Per Diem</td><td>890.25</td></tr><tr><td>Memb/Emp Transportation</td><td>259.75</td></tr><tr><td>Memb/Emp MALT</td><td>372.02</td></tr></tbody></table></td><td colspan="2"><div>Total Entitlement1,522.02</div><div>Deductions0.00</div><div>Partial Payments0.00</div><div>Amount Payable1,522.02</div><div>Advances0.00</div></td></tr><tr><td colspan="4"><div>Method of PaymentDirect Deposit</div><div>Apply Advances</div></td><td colspan="2"><div>Due Employee1,522.02</div><div>Split Payment0.00</div><div>Computed Split0.00</div><div>Enter amount in Split Payment field to pay GTCC</div></td></tr><tr><td colspan="6">This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed</td></tr></tbody></table> <div><div>BackNextManage Images</div><div>ReceiptsSAVECancelHelp</div></div>	Remit To	Transactions	Entitlements	Computations	Financial	Remarks	<table><thead><tr><th>Description</th><th>Total</th></tr></thead><tbody><tr><td>Memb/Emp PCS Per Diem</td><td>890.25</td></tr><tr><td>Memb/Emp Transportation</td><td>259.75</td></tr><tr><td>Memb/Emp MALT</td><td>372.02</td></tr></tbody></table>				Description	Total	Memb/Emp PCS Per Diem	890.25	Memb/Emp Transportation	259.75	Memb/Emp MALT	372.02	<div>Total Entitlement1,522.02</div> <div>Deductions0.00</div> <div>Partial Payments0.00</div> <div>Amount Payable1,522.02</div> <div>Advances0.00</div>		<div>Method of PaymentDirect Deposit</div> <div>Apply Advances</div>				<div>Due Employee1,522.02</div> <div>Split Payment0.00</div> <div>Computed Split0.00</div> <div>Enter amount in Split Payment field to pay GTCC</div>		This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed					
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Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS to New PDS Ship Underway)

Introduction This section shows how to account for a member who uses more than one method of transportation to PCS Transfer. In this scenario, the member drove from their old PDS to the Homeport of their new PDS (boat is stationed in Key West, FL). However, the boat was underway in Panama so the member had to travel to Panama from Key West.

Procedures See below.

Step	Action
1	<p>When chasing the boat, you must select Change of Homeport from the Type of PCS drop-down.</p> 

Continued on next page

Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS to New PDS Ship Underway), Continued

Procedures,
continued

Step	Action
2	<p>Update your address to reflect your new home address at your new PDS. Then click Next.</p> <div><div>COASTIE, JODY TONO: 1217G96PRA4YV000</div><div>Settlement Request</div><div>View: Traveler</div><div>Type of order: PCS Covered from: 1/2/2017 to: 2/1/2017 Type of Settlement Partial Type of Partial: Not a Partial</div><div>Remit To Transactions Entitlements Computations Financial Remarks</div><div>* Address 1: 1234 BEACH STREET Address 2: * City: KEY WEST * Country/State: FL FLORIDA * Zip: 33040</div><div>Next Manage Images Receipts SAVE Cancel Help</div></div>
3	<p>Click Add This Entitlement.</p> <div><div>COASTIE, JODY TONO: 1217G96PRA4YV000</div><div>Settlement Request</div><div>View: Traveler</div><div>Type of order: PCS Covered from: 1/2/2017 to: 2/1/2017 Type of Settlement Partial Type of Partial: Not a Partial</div><div>Remit To Transactions Entitlements Computations Financial Remarks</div><div>Travel Not Performed: <input type="checkbox"/> Effective Date: 01/02/2017</div><div>Entitlement Type Dates Encompassed Status Enroute PCS Travel</div><div>Back Next Manage Images Receipts SAVE Cancel Help</div><div><= Add This Entitlement</div></div>

Continued on next page

Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS to New PDS Ship Underway), Continued

Procedures,
continued

Step	Action																								
4	<p>Enter the first leg of the itinerary to show the drive from the old PDS to the new Homeport. Since the boat is underway, select LV-Leave for your Reason for Stop since you didn't fly out until the next day, then click Accept Leg.</p> <div> <div>COASTIE, JODY TONO: 1217G96PRA4YV000</div> <div>Itinerary View: Traveler</div> <table border="1"> <thead> <tr> <th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Lodging Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td colspan="12"> <div> <div> <div>Departure Date: 01/02/2017</div> <div>Departure Location (click to edit): 66683 Topeka, KS, Shawnee</div> <div>Method of Transportation: PA - Private Auto</div> <div><input checked="" type="checkbox"/> Duty Day</div> </div> <div> <div>Arrival Date: 01/31/2017</div> <div>Arrival Location (click to edit): 33040 Key West, FL, Monroe</div> <div>Reason for Stop: LV - Leave</div> <div><input type="checkbox"/> Duty Day</div> </div> <div> <div><input type="checkbox"/> Is Local</div> <div><input type="checkbox"/> Is Embark</div> </div> <div> <div>Method of Reimbursement:</div> <div>Lodging Type: CQ - Comm'l Qtrs Incidental Expense Full</div> <div>Meals Type: CM - Commercial Meals</div> </div> <div> <div>Daily Ldg Cost: 0</div> <div>Lodging Tax: 0</div> <div>Miles: 1682</div> </div> </div> <div> <div>Accept Leg</div> <div>Cancel Changes</div> </div> </td></tr></tbody></table></div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging Taxes	Miles	<div> <div> <div>Departure Date: 01/02/2017</div> <div>Departure Location (click to edit): 66683 Topeka, KS, Shawnee</div> <div>Method of Transportation: PA - Private Auto</div> <div><input checked="" type="checkbox"/> Duty Day</div> </div> <div> <div>Arrival Date: 01/31/2017</div> <div>Arrival Location (click to edit): 33040 Key West, FL, Monroe</div> <div>Reason for Stop: LV - Leave</div> <div><input type="checkbox"/> Duty Day</div> </div> <div> <div><input type="checkbox"/> Is Local</div> <div><input type="checkbox"/> Is Embark</div> </div> <div> <div>Method of Reimbursement:</div> <div>Lodging Type: CQ - Comm'l Qtrs Incidental Expense Full</div> <div>Meals Type: CM - Commercial Meals</div> </div> <div> <div>Daily Ldg Cost: 0</div> <div>Lodging Tax: 0</div> <div>Miles: 1682</div> </div> </div> <div> <div>Accept Leg</div> <div>Cancel Changes</div> </div>											
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Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS to New PDS Ship Underway), Continued

Procedures,
continued

Step	Action																																
6	<p>Enter the last leg to show your flight to Panama to meet the boat. Don't forget to check the Is Embark box. When finished, click Accept Leg.</p> <div> <p>COASTIE, JODY TONO: 1217G96PRA4YV000</p> <p style="text-align: right;">View: Traveler</p> <p style="text-align: center;">Itinerary</p> <table border="1"> <thead> <tr> <th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Lodging</th><th>Taxes</th><th>Miles</th><th></th><th></th></tr> </thead> <tbody> <tr> <td>1/2/2017 1/31/2017</td><td>DEP ARR</td><td>66683 Topeka, KS, Shawnee 33040 Key West, FL, Monroe</td><td>PA AT</td><td><input checked="" type="checkbox"/> <input type="checkbox"/></td><td><input type="checkbox"/> <input type="checkbox"/></td><td><input type="checkbox"/> LDP</td><td><input type="checkbox"/> <input type="checkbox"/></td><td><input type="checkbox"/> <input type="checkbox"/></td><td><input type="text" value="0"/> <input type="text" value="0.00"/> <input type="text" value="0.00"/></td><td><input type="text" value="0"/> <input type="text" value="0.00"/> <input type="text" value="0.00"/></td><td><input type="text" value="0"/> <input type="text" value="0.00"/> <input type="text" value="0.00"/></td><td><input type="text" value="0"/> <input type="text" value="0.00"/> <input type="text" value="0.00"/></td><td><input type="text" value="1682"/> <input type="text" value="0"/> <input type="text" value="0"/></td><td></td><td></td></tr> </tbody> </table> <div> <div> <p>Departure Date: <input type="text" value="02/01/2017"/></p> <p><input type="checkbox"/> Duty Day</p> </div> <div> <p>Departure Location (click to edit): <input type="text" value="33040 Key West, FL, Monroe"/></p> <p>Method of Transportation: <input type="text" value="TP - Govt. Proc. Plane"/></p> </div> </div> <div> <p>Arrival Date: <input type="text" value="02/01/2017"/></p> <p><input type="checkbox"/> Duty Day</p> </div> <div> <p>Arrival Location (click to edit): <input type="text" value="PANAMA, PANAMA CITY"/></p> <p>Reason for Stop: <input type="text" value="MC - Mission Complete"/></p> </div> <div> <p><input type="checkbox"/> Is Local</p> <p><input checked="" type="checkbox"/> Is Embark</p> </div> <div> <p>Method of Reimbursement: <input type="text" value=""/></p> <p>Lodging Type: <input type="text" value=""/></p> <p>Meals Type: <input type="text" value="CM - Commercial Meals"/></p> </div> <div> <p>Daily Ldg Cost: <input type="text" value="0"/></p> <p>Lodging Tax: <input type="text" value="0"/></p> <p>Miles: <input type="text" value="0"/></p> </div> </div> <p style="text-align: right;"> <input type="button" value="Accept Leg"/> <input type="button" value="Cancel Changes"/> </p>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging	Taxes	Miles			1/2/2017 1/31/2017	DEP ARR	66683 Topeka, KS, Shawnee 33040 Key West, FL, Monroe	PA AT	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> LDP	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="text" value="0"/> <input type="text" value="0.00"/> <input type="text" value="0.00"/>	<input type="text" value="0"/> <input type="text" value="0.00"/> <input type="text" value="0.00"/>	<input type="text" value="0"/> <input type="text" value="0.00"/> <input type="text" value="0.00"/>	<input type="text" value="0"/> <input type="text" value="0.00"/> <input type="text" value="0.00"/>	<input type="text" value="1682"/> <input type="text" value="0"/> <input type="text" value="0"/>		
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Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS to New PDS Ship Underway), Continued

Procedures,
continued

Step	Action												
8	<p>The miles in the Constructed Itinerary will populate. Click Accept Changes.</p> <div><p>COASTIE, JODY View: Traveler</p><p style="text-align: center;">Enroute PCS Travel</p><div><div>TONO: 1217G96PRA4YV000</div><div>Proceed Date: 1/2/2017</div><div>Type of order: PCS</div><div>Number of Days: 31</div><div>End Date: 2/1/2017</div></div><div><div>What's Authorized</div><div>Itinerary</div><div>Constructed Itinerary</div><div>Reimbursables</div></div><div>Duration of travel: Greater than or equal to 24 hours</div><table><thead><tr><th>Depart Date</th><th>Arrive Date</th><th>To Location</th><th>Auth. Miles</th></tr></thead><tbody><tr><td>1/2/2017</td><td>1/31/2017</td><td>33040 Key West, FLORIDA</td><td>1682</td></tr><tr><td>2/1/2017</td><td>2/1/2017</td><td>PANAMA CITY, ...</td><td>0</td></tr></tbody></table><div><div>Back</div><div>Next</div><div>Exceptions</div><div>Occasionals</div><div>Accept Changes</div><div>Cancel</div><div>Help</div></div></div>	Depart Date	Arrive Date	To Location	Auth. Miles	1/2/2017	1/31/2017	33040 Key West, FLORIDA	1682	2/1/2017	2/1/2017	PANAMA CITY, ...	0
Depart Date	Arrive Date	To Location	Auth. Miles										
1/2/2017	1/31/2017	33040 Key West, FLORIDA	1682										
2/1/2017	2/1/2017	PANAMA CITY, ...	0										
9	<p>Click Calcs.</p> <div><p>COASTIE, JODY View: Traveler</p><p>TONO: 1217G96PRA4YV000</p><p style="text-align: center;">Settlement Request</p><div><div>Type of order: PCS</div><div>Covered from: 1/2/2017</div><div>to: 2/1/2017</div><div>Type of Settlement: Partial</div><div>Type of Partial: Not a Partial</div></div><div><div>Remit To</div><div>Transactions</div><div>Entitlements</div><div>Computations</div><div>Financial</div><div>Remarks</div></div><div><div>Travel Not Performed: <input type="checkbox"/></div><div>Effective Date: 1/20/2017</div></div><table><thead><tr><th></th><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th><th></th><th></th></tr></thead><tbody><tr><td>Edit</td><td>Enroute PCS Travel</td><td>1/2/2017-2/1/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs Comp</td></tr></tbody></table><div><div></div><div><= Add This Entitlement</div></div><div><div>Back</div><div>Next</div><div>Manage Images</div><div>Receipts</div><div>SAVE</div><div>Cancel</div><div>Help</div></div></div>		Entitlement Type	Dates Encompassed	Status			Edit	Enroute PCS Travel	1/2/2017-2/1/2017	Validated Data	Delete	Calcs Comp
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Edit	Enroute PCS Travel	1/2/2017-2/1/2017	Validated Data	Delete	Calcs Comp								

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Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS to New PDS Ship Underway), Continued

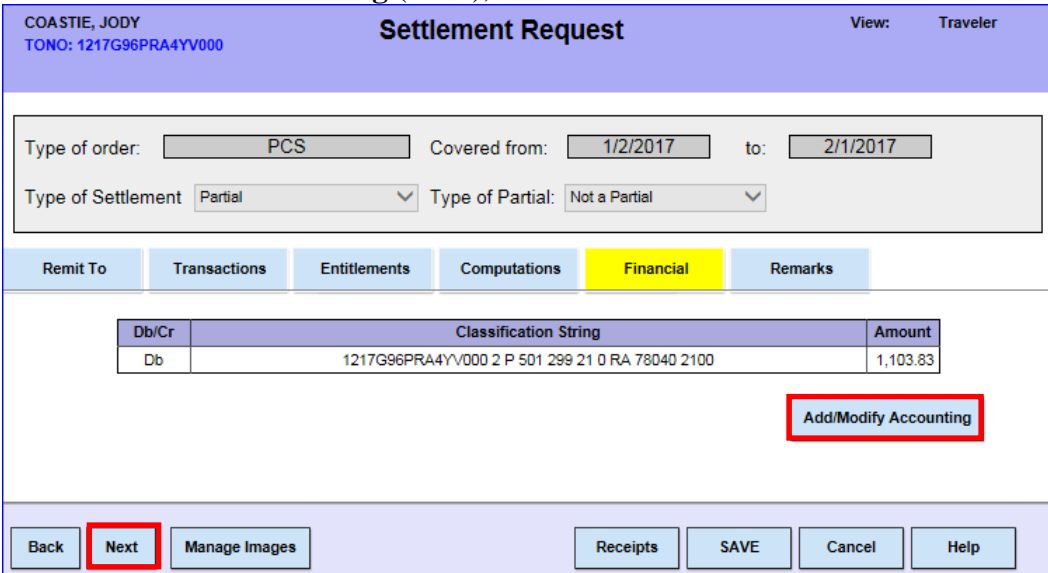
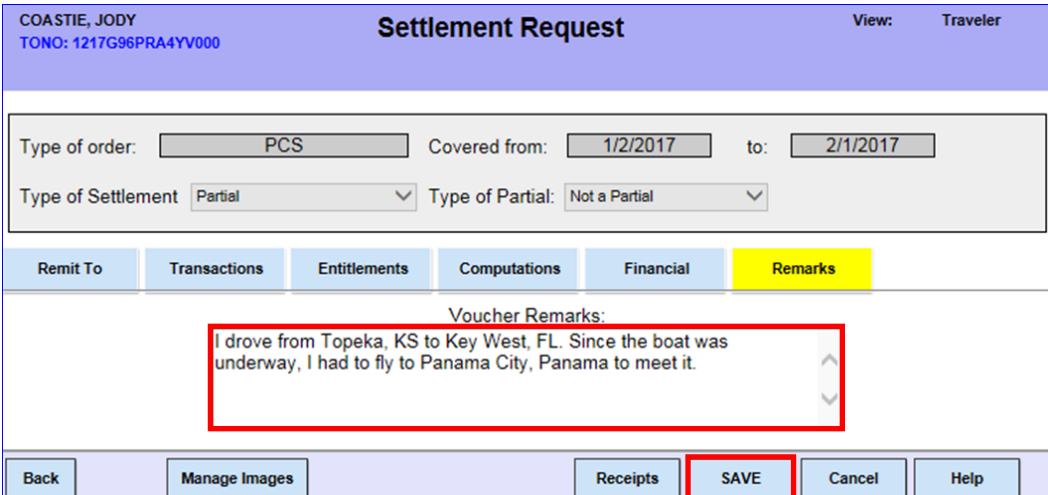
Procedures,
continued

Step	Action																																																																																																																																
10	<p>The Daily Expenses breakdown should show that you were paid for your driving days as well as your flying day. When finished reviewing, click Done.</p> <div> <div>COASTIE, JODY TONO: 1217G96PRA4YV000</div> <div>Daily Expenses</div> <div>View: Traveler</div> </div> <div> <div>Audit Remarks</div> <div>Done</div> </div> <table border="1"> <thead> <tr> <th>Date</th><th>Day Type</th><th>Ldg Rate</th><th>M&IE Rate</th><th>Br</th><th>Ln</th><th>Dn</th><th>Lodg</th><th>Break</th><th>Lunch</th><th>Dinner</th><th>Incdtl</th><th>M&IE Amount</th><th>Total Amount</th><th>Lodging Tax</th><th>Taxable</th></tr> </thead> <tbody> <tr><td>01/27</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr><td>01/28</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr><td>01/29</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr><td>01/30</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr><td>01/31</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr><td>02/01</td><td>LDP</td><td>173.00</td><td>99.00</td><td>CM</td><td>CM</td><td>CM</td><td>0.00</td><td></td><td></td><td>Partial</td><td>Day</td><td>74.25</td><td>74.25</td><td>0.00</td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Total</td><td>784.25</td><td>0.00</td><td></td></tr> </tbody> </table>	Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable	01/27	FP											0.00	142.00	0.00		01/28	FP											0.00	142.00	0.00		01/29	FP											0.00	142.00	0.00		01/30	FP											0.00	142.00	0.00		01/31	FP											0.00	142.00	0.00		02/01	LDP	173.00	99.00	CM	CM	CM	0.00			Partial	Day	74.25	74.25	0.00														Total	784.25	0.00	
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Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS to New PDS Ship Underway), Continued

Procedures,
continued

Step	Action						
12	<p>Enter the Line of Accounting (LOA), then click Next.</p>  <p>COASTIE, JODY TONO: 1217G96PRA4YV000</p> <p>Settlement Request View: Traveler</p> <p>Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="1/2/2017"/> to: <input type="text" value="2/1/2017"/> Type of Settlement: <input type="text" value="Partial"/> Type of Partial: <input type="text" value="Not a Partial"/></p> <p>Remit To Transactions Entitlements Computations Financial Remarks</p> <table> <tr> <th>Db/Cr</th><th>Classification String</th><th>Amount</th></tr> <tr> <td>Db</td><td>1217G96PRA4YV000 2 P 501 299 21 0 RA 78040 2100</td><td>1,103.83</td></tr> </table> <p>Add/Modify Accounting</p> <p>Back Next Manage Images Receipts SAVE Cancel Help</p>	Db/Cr	Classification String	Amount	Db	1217G96PRA4YV000 2 P 501 299 21 0 RA 78040 2100	1,103.83
Db/Cr	Classification String	Amount					
Db	1217G96PRA4YV000 2 P 501 299 21 0 RA 78040 2100	1,103.83					
13	<p>Make sure you designate in the remarks what actually happened, then click Save.</p>  <p>COASTIE, JODY TONO: 1217G96PRA4YV000</p> <p>Settlement Request View: Traveler</p> <p>Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="1/2/2017"/> to: <input type="text" value="2/1/2017"/> Type of Settlement: <input type="text" value="Partial"/> Type of Partial: <input type="text" value="Not a Partial"/></p> <p>Remit To Transactions Entitlements Computations Financial Remarks</p> <p>Voucher Remarks:</p> <p>I drove from Topeka, KS to Key West, FL. Since the boat was underway, I had to fly to Panama City, Panama to meet it.</p> <p>Back Manage Images Receipts SAVE Cancel Help</p> <p>Ensure you have all Airfare receipts, orders and any receipts over \$75.00 scanned and attached in the Manage Images section of TPAX.</p>						

Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS Underway to Homeport to New PDS Underway)

Introduction

This section shows how to account for a member who uses more than one method of transportation to PCS Transfer. In this scenario, the old PDS (boat) is underway in Cordova, AK. They need to fly to Seattle, then drive to their new Homeport in Key West, FL. Then they will fly to meet the new PDS that is underway in Panama City, Panama.

Procedures

See below.

Step	Action
1	<p>When chasing the boat, you must select Change of Homeport from the Type of PCS drop-down.</p> <div><div>COASTIE, JODY</div><div>Travel Order</div><div>View: Traveler</div><div><div>* Grade/Rank: E4</div><div>* Order Number(s): 1217G96PRA4YV000</div><div>* Type of Order: PCS</div></div><div><div>Description</div><div>What's Authorized</div><div>Dependents</div><div>Remarks</div></div><div><div>* Type of PCS Change of Home Port</div><div>Trip Name: </div><div>Issuing Organization 7947400</div><div>Paying Organization 7947400</div><div>Group Travel <input type="checkbox"/></div><div>Funds Coast Guard</div><div>* Origin 98134 Seattle, WA, King</div><div>* Destination 33040 Key West, FL, Monroe</div><div><div>* Issue Date 12/1/2016</div><div>* Detach Date 01/07/2017</div><div>* Report Date 01/30/2017</div></div><div><div>Back</div><div>Next</div><div>Save</div><div>Cancel</div><div>Help</div></div></div></div>

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Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS Underway to Homeport to New PDS Underway), Continued

Procedures,
continued

Step	Action																		
2	<p>Update your address to reflect your new home address at your new PDS. Then click Next.</p> <div><p>COASTIE, JODY TONO: 1217G96PRA4YV000</p><p style="text-align: right;">View: Traveler</p><h3 style="text-align: center;">Settlement Request</h3><p>Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="1/7/2017"/> to: <input type="text" value="1/30/2017"/></p><p>Type of Settlement <input type="text" value="Partial"/> Type of Partial: <input type="text" value="Not a Partial"/></p><table border="1"><thead><tr><th>Remit To</th><th>Transactions</th><th>Entitlements</th><th>Computations</th><th>Financial</th><th>Remarks</th></tr></thead><tbody><tr><td colspan="6"><p>* Address 1: <input type="text" value="1234 BEACH STREET"/></p><p>Address 2: <input type="text"/></p><p>* City: <input type="text" value="KEY WEST"/></p><p>* Country/State: <input type="text" value="FL FLORIDA"/></p><p>* Zip: <input type="text" value="33040"/></p></td></tr></tbody></table><p><input type="button" value="Next"/> <input type="button" value="Manage Images"/> <input type="button" value="Receipts"/> <input type="button" value="SAVE"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/></p></div>	Remit To	Transactions	Entitlements	Computations	Financial	Remarks	<p>* Address 1: <input type="text" value="1234 BEACH STREET"/></p> <p>Address 2: <input type="text"/></p> <p>* City: <input type="text" value="KEY WEST"/></p> <p>* Country/State: <input type="text" value="FL FLORIDA"/></p> <p>* Zip: <input type="text" value="33040"/></p>											
Remit To	Transactions	Entitlements	Computations	Financial	Remarks														
<p>* Address 1: <input type="text" value="1234 BEACH STREET"/></p> <p>Address 2: <input type="text"/></p> <p>* City: <input type="text" value="KEY WEST"/></p> <p>* Country/State: <input type="text" value="FL FLORIDA"/></p> <p>* Zip: <input type="text" value="33040"/></p>																			
3	<p>Click Add This Entitlement.</p> <div><p>COASTIE, JODY TONO: 1217G96PRA4YV000</p><p style="text-align: right;">View: Traveler</p><h3 style="text-align: center;">Settlement Request</h3><p>Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="1/7/2017"/> to: <input type="text" value="1/30/2017"/></p><p>Type of Settlement <input type="text" value="Partial"/> Type of Partial: <input type="text" value="Not a Partial"/></p><table border="1"><thead><tr><th>Remit To</th><th>Transactions</th><th>Entitlements</th><th>Computations</th><th>Financial</th><th>Remarks</th></tr></thead><tbody><tr><td colspan="6"><p>Travel Not Performed: <input type="checkbox"/> Effective Date: <input type="text" value="01/07/2017"/></p><table border="1"><thead><tr><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th></tr></thead><tbody><tr><td colspan="3"><input type="text" value="Enroute PCS Travel"/></td></tr></tbody></table><p><input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Manage Images"/> <input type="button" value="Receipts"/> <input type="button" value="SAVE"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/></p></td></tr></tbody></table></div>	Remit To	Transactions	Entitlements	Computations	Financial	Remarks	<p>Travel Not Performed: <input type="checkbox"/> Effective Date: <input type="text" value="01/07/2017"/></p> <table border="1"><thead><tr><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th></tr></thead><tbody><tr><td colspan="3"><input type="text" value="Enroute PCS Travel"/></td></tr></tbody></table> <p><input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Manage Images"/> <input type="button" value="Receipts"/> <input type="button" value="SAVE"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/></p>						Entitlement Type	Dates Encompassed	Status	<input type="text" value="Enroute PCS Travel"/>		
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Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS Underway to Homeport to New PDS Underway), Continued

Procedures,
continued

Step	Action																																	
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Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS Underway to Homeport to New PDS Underway), Continued

Procedures,
continued

Step	Action																																																				
6	<p>Since you cannot fly overseas from a Leave status, you must enter a leg to show a change in status. The Departure and Arrival Dates must match. When finished, click Accept Leg.</p> <p>COASTIE, JODY TONO: 1217G96PRA4YV000</p> <p style="text-align: right;">View: Traveler</p> <p style="text-align: center;">Itinerary</p> <table border="1"> <thead> <tr> <th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Lodging Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td>1/7/2017 1/7/2017</td><td>DEP ARR</td><td>99574 Cordova, AK, Valdez-Cordova Census Area 98134 Seattle, WA, King</td><td>TP AT</td><td><input checked="" type="checkbox"/></td><td></td><td><input type="checkbox"/> LDP</td><td></td><td><input checked="" type="checkbox"/></td><td>0</td><td>0.00</td><td>0.00</td><td>0</td></tr> <tr> <td>1/7/2017 1/22/2017</td><td>DEP ARR</td><td>98134 Seattle, WA, King 33040 Key West, FL, Monroe</td><td>PA LV</td><td><input type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td>CQ</td><td><input type="checkbox"/></td><td>0</td><td>0.00</td><td>0.00</td><td>3486</td></tr> </tbody> </table> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p>Departure Date: 01/23/2017 Departure Location (click to edit): 33040 Key West, FL, Monroe Method of Transportation: CS - Change Status <input type="checkbox"/> Duty Day</p> <p>Arrival Date: 01/23/2017 Arrival Location (click to edit): 33040 Key West, FL, Monroe Reason for Stop: AT - Awaiting Transportation <input type="checkbox"/> Duty Day</p> </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark </div> <div style="margin-top: 10px;"> Method of Reimbursement: LDP - Lodging Plus Lodging Type: Meals Type: CM - Commercial Meals </div> <div style="float: right; text-align: right;"> Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 0 </div> <p style="text-align: right;"> <input style="border: 2px solid red;" type="button" value="Accept Leg"/> <input type="button" value="Cancel Changes"/> </p>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging Taxes	Miles	1/7/2017 1/7/2017	DEP ARR	99574 Cordova, AK, Valdez-Cordova Census Area 98134 Seattle, WA, King	TP AT	<input checked="" type="checkbox"/>		<input type="checkbox"/> LDP		<input checked="" type="checkbox"/>	0	0.00	0.00	0	1/7/2017 1/22/2017	DEP ARR	98134 Seattle, WA, King 33040 Key West, FL, Monroe	PA LV	<input type="checkbox"/>		<input type="checkbox"/>	CQ	<input type="checkbox"/>	0	0.00	0.00	3486													
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8	<p>Review the itinerary, make changes if needed and then click Accept Changes.</p> <div> <div>COASTIE, JODY TONO: 1217G96PRA4YV000</div> <div> <div>Itinerary</div> <div>View: Traveler</div> </div> <table border="1"> <thead> <tr> <th>Date</th> <th></th> <th>Location</th> <th>Trans Reason</th> <th>Duty Day</th> <th>IDL</th> <th>Local? Method</th> <th>Lodging</th> <th>Embark? Meals</th> <th>AE%</th> <th>Who Else Traveling</th> <th>Taxes</th> <th>Miles</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1/7/2017 1/7/2017</td> <td>DEP ARR</td> <td>99574 Cordova, AK, Valdez-Cordova Census Area 98134 Seattle, WA, King</td> <td>TP AT</td> <td><input checked="" type="checkbox"/> <input type="checkbox"/></td> <td></td> <td><input type="checkbox"/> LDP</td> <td></td> <td><input checked="" type="checkbox"/> <input type="checkbox"/></td> <td>0 0.00</td> <td>0.00</td> <td>0.00</td> <td>0</td> <td>Edit Insert</td> <td>Del</td> </tr> <tr> <td>1/7/2017 1/22/2017</td> <td>DEP ARR</td> <td>98134 Seattle, WA, King 33040 Key West, FL, Monroe</td> <td>PA LV</td> <td><input type="checkbox"/> <input type="checkbox"/></td> <td></td> <td><input type="checkbox"/> CQ</td> <td></td> <td><input type="checkbox"/> <input type="checkbox"/></td> <td>0 0.00</td> <td>0.00</td> <td>0.00</td> <td>3486</td> <td>Edit Insert</td> <td>Del</td> </tr> <tr> <td>1/23/2017 1/23/2017</td> <td>DEP ARR</td> <td>33040 Key West, FL, Monroe 33040 Key West, FL, Monroe</td> <td>CS AT</td> <td><input type="checkbox"/> <input type="checkbox"/></td> <td></td> <td><input type="checkbox"/> LDP</td> <td></td> <td><input type="checkbox"/> <input type="checkbox"/></td> <td>0 0.00</td> <td>0.00</td> <td>0.00</td> <td>0</td> <td>Edit Insert</td> <td>Del</td> </tr> <tr> <td>1/23/2017 1/23/2017</td> <td>DEP ARR</td> <td>33040 Key West, FL, Monroe PM, PANAMA CITY</td> <td>TP MC</td> <td><input type="checkbox"/> <input type="checkbox"/></td> <td></td> <td><input type="checkbox"/> NLG</td> <td></td> <td><input checked="" type="checkbox"/> <input type="checkbox"/></td> <td>0 0.00</td> <td>0.00</td> <td>0.00</td> <td>0</td> <td>Edit Insert</td> <td>Del</td> </tr> </tbody> </table> <div> <div>Remarks</div> <div>Add Leg</div> <div>Accept Changes</div> <div>Cancel Changes</div> <div>Help</div> </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles			1/7/2017 1/7/2017	DEP ARR	99574 Cordova, AK, Valdez-Cordova Census Area 98134 Seattle, WA, King	TP AT	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> LDP		<input checked="" type="checkbox"/> <input type="checkbox"/>	0 0.00	0.00	0.00	0	Edit Insert	Del	1/7/2017 1/22/2017	DEP ARR	98134 Seattle, WA, King 33040 Key West, FL, Monroe	PA LV	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> CQ		<input type="checkbox"/> <input type="checkbox"/>	0 0.00	0.00	0.00	3486	Edit Insert	Del	1/23/2017 1/23/2017	DEP ARR	33040 Key West, FL, Monroe 33040 Key West, FL, Monroe	CS AT	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> LDP		<input type="checkbox"/> <input type="checkbox"/>	0 0.00	0.00	0.00	0	Edit Insert	Del	1/23/2017 1/23/2017	DEP ARR	33040 Key West, FL, Monroe PM, PANAMA CITY	TP MC	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> NLG		<input checked="" type="checkbox"/> <input type="checkbox"/>	0 0.00	0.00	0.00	0	Edit Insert	Del
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9	<p>The miles in the Constructed Itinerary will populate. Click Next.</p> <div> <div>COASTIE, JODY</div> <div>Enroute PCS Travel</div> <div>View: Traveler</div> </div> <div> <div>TONO: 1217G96PRA4YV000</div> <div>Proceed Date: 1/7/2017</div> <div>Type of order: PCS</div> <div>Number of Days: 24</div> <div>End Date: 1/30/2017</div> </div> <div> <div>What's Authorized</div> <div>Itinerary</div> <div>Constructed Itinerary</div> <div>Reimbursables</div> </div> <div> <div>Duration of travel: Greater than or equal to 24 hours</div> <table border="1"> <thead> <tr> <th>Depart Date</th> <th>Arrive Date</th> <th>To Location</th> <th>Auth. Miles</th> <th>Mem GTR</th> <th>Const. Dep. Date</th> <th>Const. Arr. Date</th> </tr> </thead> <tbody> <tr> <td>1/7/2017</td> <td>1/7/2017</td> <td>98134 Seattle, WASHINGTON</td> <td>0</td> <td>0.00</td> <td></td> <td></td> </tr> <tr> <td>1/7/2017</td> <td>1/23/2017</td> <td>33040 Key West, FLORIDA</td> <td>3486</td> <td>0.00</td> <td></td> <td></td> </tr> <tr> <td>1/23/2017</td> <td>1/23/2017</td> <td>PANAMA CITY, ...</td> <td>0</td> <td>0.00</td> <td></td> <td></td> </tr> </tbody> </table> <div>Recalculate Dates</div> </div> <div> <div>Back</div> <div>Next</div> <div>Exceptions</div> <div>Occasionals</div> <div>Accept Changes</div> <div>Cancel</div> <div>Help</div> </div>	Depart Date	Arrive Date	To Location	Auth. Miles	Mem GTR	Const. Dep. Date	Const. Arr. Date	1/7/2017	1/7/2017	98134 Seattle, WASHINGTON	0	0.00			1/7/2017	1/23/2017	33040 Key West, FLORIDA	3486	0.00			1/23/2017	1/23/2017	PANAMA CITY, ...	0	0.00																																																	
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Continued on next page

Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS Underway to Homeport to New PDS Underway), Continued

Procedures,
continued

Step	Action												
10	<p>Add your Reimbursable Expenses, then click Accept Changes.</p> <div> <div>COASTIE, JODY</div> <div>Enroute PCS Travel</div> <div>View: Traveler</div> </div> <div> <div> <div>TONO: 1217G96PRA4YV000</div> <div>Proceed Date: 1/7/2017</div> </div> <div> <div>Type of order: PCS</div> <div>Number of Days: 24</div> <div>End Date: 1/30/2017</div> </div> </div> <div> <div>What's Authorized</div> <div>Itinerary</div> <div>Constructed Itinerary</div> <div>Reimbursables</div> </div> <table border="1"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Claimed</th> </tr> </thead> <tbody> <tr> <td>1/7/2017</td> <td>AIRFARE-TRAIN-BUS EXPENSE</td> <td>250.00</td> </tr> <tr> <td>1/7/2017</td> <td>SATO-CTO-TMC SVC PROC FEE</td> <td>22.00</td> </tr> <tr> <td>1/7/2017</td> <td>AIRFARE-TRAIN-BUS EXPENSE</td> <td>308.00</td> </tr> </tbody> </table> <div>Add / Edit Trip Expenses</div> <div> <div>Back</div> <div>Exceptions</div> <div>Occasionals</div> <div>Accept Changes</div> <div>Cancel</div> <div>Help</div> </div>	Date	Description	Claimed	1/7/2017	AIRFARE-TRAIN-BUS EXPENSE	250.00	1/7/2017	SATO-CTO-TMC SVC PROC FEE	22.00	1/7/2017	AIRFARE-TRAIN-BUS EXPENSE	308.00
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11	<p>Click Calcs.</p> <div> <div>COASTIE, JODY</div> <div>TONO: 1217G96PRA4YV000</div> <div>Settlement Request</div> <div>View: Traveler</div> </div> <div> <div>Type of order: PCS</div> <div>Covered from: 1/7/2017</div> <div>to: 1/30/2017</div> </div> <div> <div>Type of Settlement: Partial</div> <div>Type of Partial: Not a Partial</div> </div> <div> <div>Remit To</div> <div>Transactions</div> <div>Entitlements</div> <div>Computations</div> <div>Financial</div> <div>Remarks</div> </div> <div> <div>Travel Not Performed: <input type="checkbox"/></div> <div>Effective Date: 01/13/2017</div> </div> <table border="1"> <thead> <tr> <th>Entitlement Type</th> <th>Dates Encompassed</th> <th>Status</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Edit Enroute PCS Travel</td> <td>1/7/2017-1/23/2017</td> <td>Validated Data</td> <td>Delete</td> <td>Calcs</td> <td>Comp</td> </tr> </tbody> </table> <div><= Add This Entitlement</div> <div> <div>Back</div> <div>Next</div> <div>Manage Images</div> <div>Receipts</div> <div>SAVE</div> <div>Cancel</div> <div>Help</div> </div>	Entitlement Type	Dates Encompassed	Status				Edit Enroute PCS Travel	1/7/2017-1/23/2017	Validated Data	Delete	Calcs	Comp
Entitlement Type	Dates Encompassed	Status											
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Continued on next page

Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS Underway to Homeport to New PDS Underway), Continued

Procedures,
continued

Step	Action																																																																																																																																																																																																																
12	<p>The Daily Expenses breakdown should show that you were paid for your driving days as well as your flying day. When finished reviewing, click Done.</p> <div style="border: 1px solid blue; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div> <p>COASTIE, JODY TONO: 1217G96PRA4YV000</p> </div> <div style="text-align: center;"> <h3>Daily Expenses</h3> </div> <div> <p>View: Traveler</p> </div> </div> <div style="display: flex; justify-content: center; gap: 20px; margin: 10px 0;"> <div style="border: 1px solid blue; padding: 5px;">Audit Remarks</div> <div style="border: 2px solid red; padding: 5px;">Done</div> </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Date</th><th>Day Type</th><th>Ldg Rate</th><th>M&IE Rate</th><th>Br</th><th>Ln</th><th>Dn</th><th>Lodg</th><th>Break</th><th>Lunch</th><th>Dinner</th><th>Incdtl</th><th>M&IE Amount</th><th>Total Amount</th><th>Lodging Tax</th><th>Taxable</th></tr> </thead> <tbody> <tr><td>01/13</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr><td>01/14</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr><td>01/15</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr><td>01/16</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr><td>01/17</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr><td>01/18</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr><td>01/19</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr><td>01/20</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr><td>01/21</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr><td>01/22</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr> <tr><td>01/23</td><td>LDP</td><td>173.00</td><td>99.00</td><td>CM</td><td>CM</td><td>CM</td><td>0.00</td><td></td><td></td><td>Partial</td><td>Day</td><td>74.25</td><td>74.25</td><td>0.00</td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Total</td><td>1494.25</td><td>0.00</td><td></td></tr> </tbody> </table> </div>	Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable	01/13	FP											0.00	142.00	0.00		01/14	FP											0.00	142.00	0.00		01/15	FP											0.00	142.00	0.00		01/16	FP											0.00	142.00	0.00		01/17	FP											0.00	142.00	0.00		01/18	FP											0.00	142.00	0.00		01/19	FP											0.00	142.00	0.00		01/20	FP											0.00	142.00	0.00		01/21	FP											0.00	142.00	0.00		01/22	FP											0.00	142.00	0.00		01/23	LDP	173.00	99.00	CM	CM	CM	0.00			Partial	Day	74.25	74.25	0.00														Total	1494.25	0.00	
Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable																																																																																																																																																																																																		
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Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS Underway to Homeport to New PDS Underway), Continued

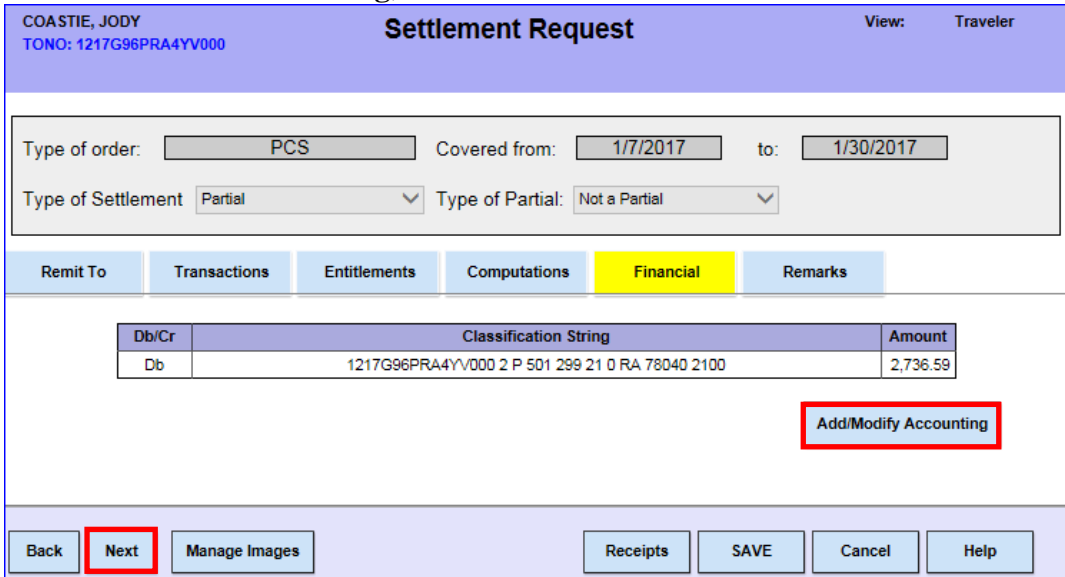
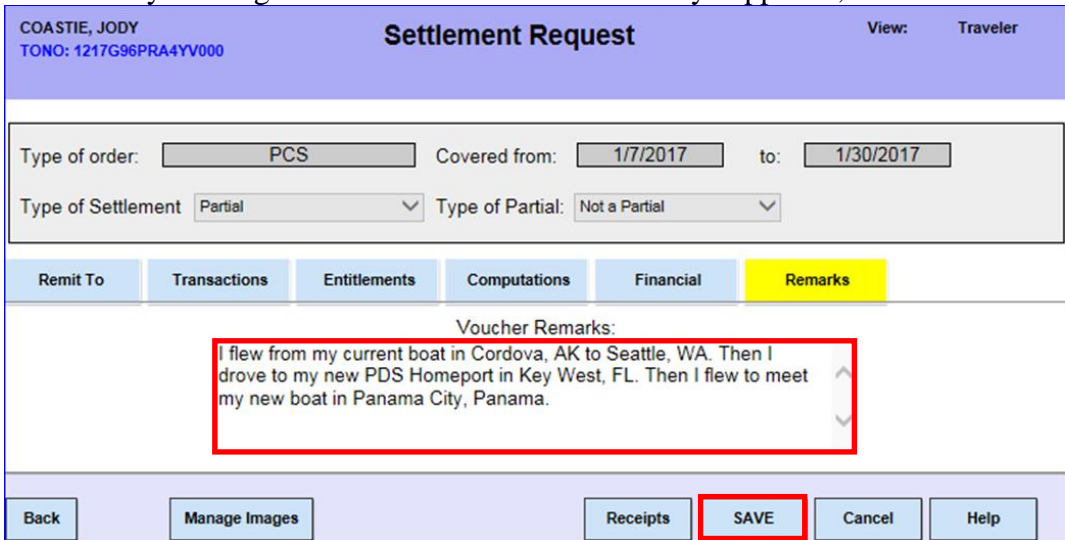
Procedures,
continued

Step	Action								
13	<p>Check the Computations tab for accuracy. Click Next.</p> <div><div>COASTIE, JODY TONO: 1217G96PRA4YV000</div><div>Settlement Request<div>View: Traveler</div></div></div> <div><div>Type of order: PCS Covered from: 1/7/2017 to: 1/30/2017</div><div>Type of Settlement: Partial Type of Partial: Not a Partial</div></div> <div><div>Remit To Transactions Entitlements Computations Financial Remarks</div><div><table><thead><tr><th>Description</th><th>Total</th></tr></thead><tbody><tr><td>Memb/Emp PCS Per Diem</td><td>1,494.25</td></tr><tr><td>Memb/Emp Transportation</td><td>580.00</td></tr><tr><td>Memb/Emp MALT</td><td>662.34</td></tr></tbody></table><div>Method of Payment: Direct Deposit</div><div>Apply Advances</div></div><div><div>Total Entitlement: 2,736.59 Deductions: 0.00 Partial Payments: 0.00 Amount Payable: 2,736.59 Advances: 0.00 Due Employee: 2,736.59 Split Payment: 0.00 Computed Split: 0.00</div><div>Enter amount in Split Payment field to pay GTCC</div><div>This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed</div></div><div><div>Back Next Manage Images</div><div>Receipts SAVE Cancel Help</div></div></div>	Description	Total	Memb/Emp PCS Per Diem	1,494.25	Memb/Emp Transportation	580.00	Memb/Emp MALT	662.34
Description	Total								
Memb/Emp PCS Per Diem	1,494.25								
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Continued on next page

Mixed Mode – PCS to a Ship (Chasing the Boat – Old PDS Underway to Homeport to New PDS Underway), Continued

Procedures,
continued

Step	Action
14	<p>Enter the Line of Accounting, then click Next.</p> 
15	<p>Make sure you designate in the remarks what actually happened, then click Save.</p>  <p>Ensure you have all Airfare receipts, orders and any receipts over \$75.00 scanned and attached in the Manage Images section of TPAX.</p>

PCS – Boot Camp to “A” School

Introduction This section shows how to account for a member who is going from Boot Camp to “A” School.

Procedures See below.

Step	Action
1	<p>Make sure you select Boot Camp to “A” School from the Type of PCS drop-down.</p> <div><div><div><div>PENGUIN, PETER</div><div>Travel Order</div><div>View: Traveler</div></div><div><div>* Grade/Rank: E2</div><div>* Order Number(s): 1217G851STDY000</div><div>* Type of Order: PCS</div></div><div><div>Description</div><div>What's Authorized</div><div>Remarks</div></div><div><div>* Type of PCS: Boot Camp to 'A' School</div><div>Trip Name:</div><div>Issuing Organization: 7947400</div><div>Paying Organization: 7947400</div><div>Group Travel: <input type="checkbox"/></div><div>Funds: Coast Guard</div><div>* Origin: 08204 Cape May, NJ, Cape May</div><div>* Destination: 23690 Yorktown, VA, York</div><div>* Issue Date: 1/2/2017</div><div>* Detach Date: 1/27/2017</div><div>* Report Date: 02/01/2017</div></div><div><div>Back</div><div>Next</div><div>Save</div><div>Cancel</div><div>Help</div></div></div></div>

Continued on next page

PCS – Boot Camp to “A” School, Continued

Procedures,
continued

Step	Action
2	<p>Notice all entitlements on the What's Authorized tab are greyed out. There are no entitlements.</p> <div><p>PENGUIN, PETER Travel Order View: Traveler</p><p>* Grade/Rank: E2 * Order Number(s): 1217G851STDY000 * Type of Order: PCS</p><p>Description What's Authorized Remarks</p><div><div><input type="checkbox"/> Ship POV</div><div><input type="checkbox"/> TLE</div><div><input type="checkbox"/> Emergency TLE</div><div>DLA None</div><div><input type="checkbox"/> Proceed Time</div><div><input type="checkbox"/> Separate COT Travel</div><div>Household Goods None</div></div><p>Back Next Save Cancel Help</p></div>
3	<p>Update your new address at “A School. Then click Next.</p> <div><p>PENGUIN, PETER Settlement Request View: Traveler</p><p>TONO: 1217G851STDY000</p><p>Type of order: PCS Covered from: 1/27/2017 to: 2/1/2017</p><p>Type of Settlement Partial Type of Partial: Not a Partial</p><p>Remit To Transactions Entitlements Computations Financial Remarks</p><div><div>* Address 1: U.S. COAST GUARD TRAINING CENTER</div><div>Address 2:</div><div>* City: YORKTOWN</div><div>* Country/State: VA VIRGINIA</div><div>* Zip: 23690</div></div><p>Next Manage Images Receipts SAVE Cancel Help</p></div>

Continued on next page

PCS – Boot Camp to “A” School, Continued

Procedures,
continued

Step	Action
4	<p>Click Add This Entitlement.</p> <div><div>PENGUIN, PETER TONO: 1217G851STDY000</div><div>Settlement Request</div><div>View: Traveler</div><div>Type of order: PCS Covered from: 1/27/2017 to: 2/1/2017 Type of Settlement Partial Type of Partial: Not a Partial</div><div>Remit To Transactions Entitlements Computations Financial Remarks</div><div>Travel Not Performed: <input type="checkbox"/> Effective Date: 1/27/2017</div><div>Entitlement Type Dates Encompassed Status</div><div>Enroute PCS Travel</div><div><= Add This Entitlement</div><div>Back Next Manage Images Receipts SAVE Cancel Help</div></div>
5	<p>Check the Owner operator of POV box, leave the number of cars authorized as one, select the member and then click Next.</p> <div><div>PENGUIN, PETER</div><div>Enroute PCS Travel</div><div>View: Traveler</div><div>TONO: 1217G851STDY000 Proceed Date: 1/27/2017 Type of order: PCS Number of Days: 6 End Date: 2/1/2017</div><div>What's Authorized Itinerary Reimbursables</div><div><input checked="" type="checkbox"/> Owner operator of POV <input type="checkbox"/> No MALT Number of cars authorized 1</div><div>Who Being Paid</div><div>PETER (Member)</div><div>Select All Unselect All</div><div>Next Accept Changes Cancel Help</div></div>

Continued on next page

PCS – Boot Camp to “A” School, Continued

Procedures,
continued

Step	Action																																			
6	<p>Enter in the Itinerary. Members can either drive (if someone brought them their vehicle) or fly to get to “A” school. When finished, click Accept Leg.</p> <div> <div> PENGUIN, PETER TONO: 1217G851STDY000 </div> <div> Itinerary View: Traveler </div> </div> <table border="1"> <thead> <tr> <th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Lodging Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td> Departure Date: 01/27/2017 <input checked="" type="checkbox"/> Duty Day </td><td> Departure Location (click to edit): D6204 Cape May, NJ, Cape May Method of Transportation: PA - Private Auto </td><td></td><td></td><td></td><td></td><td> <input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark </td><td> Method of Reimbursement: Lodging Type: Meals Type: CM - Commercial Meals </td><td></td><td></td><td> Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 203 </td></tr> <tr> <td> Arrival Date: 02/01/2017 <input type="checkbox"/> Duty Day </td><td> Arrival Location (click to edit): Yorktown CG Reserve Trng Cntr, V... Reason for Stop: MC - Mission Complete </td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <div> Accept Leg Cancel Changes </div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Lodging Taxes	Miles	Departure Date: 01/27/2017 <input checked="" type="checkbox"/> Duty Day	Departure Location (click to edit): D6204 Cape May, NJ, Cape May Method of Transportation: PA - Private Auto					<input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark	Method of Reimbursement: Lodging Type: Meals Type: CM - Commercial Meals			Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 203	Arrival Date: 02/01/2017 <input type="checkbox"/> Duty Day	Arrival Location (click to edit): Yorktown CG Reserve Trng Cntr, V... Reason for Stop: MC - Mission Complete										
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Continued on next page

PCS – Boot Camp to “A” School, Continued

Procedures,
continued

Step	Action						
8	<p>Input your Line of Accounting, Upload Images and Save your claim.</p> <div><div>PENGUIN, PETER TONO: 1217G851STDY000</div><div>Settlement Request<div>View: Traveler</div></div></div> <div><div>Type of order: PCS Covered from: 1/27/2017 to: 2/1/2017</div><div>Type of Settlement Partial Type of Partial: Not a Partial</div></div> <div><div>Remit To Transactions Entitlements Computations Financial Remarks</div><table><thead><tr><th>Db/Cr</th><th>Classification String</th><th>Amount</th></tr></thead><tbody><tr><td>Db</td><td>1217G851STDY000 2 P 501 299 21 0 RA 78045 2104</td><td>180.57</td></tr></tbody></table><div>Add/Modify Accounting</div></div> <div><div>Back Next Manage Images Receipts SAVE Cancel Help</div></div>	Db/Cr	Classification String	Amount	Db	1217G851STDY000 2 P 501 299 21 0 RA 78045 2104	180.57
Db/Cr	Classification String	Amount					
Db	1217G851STDY000 2 P 501 299 21 0 RA 78045 2104	180.57					

PCS – Separation/Retirement

Information

Separation and Retirement PCS claims must be mailed via 1st Class Mail to PPC for manual processing. This is because the effective date of the orders will be after the member leaves the CG unit and will no longer have access to TPAX.

Note: PPC cannot process separation/retirement claims until the effective date of separation regardless of when the member traveled.

Timeframe

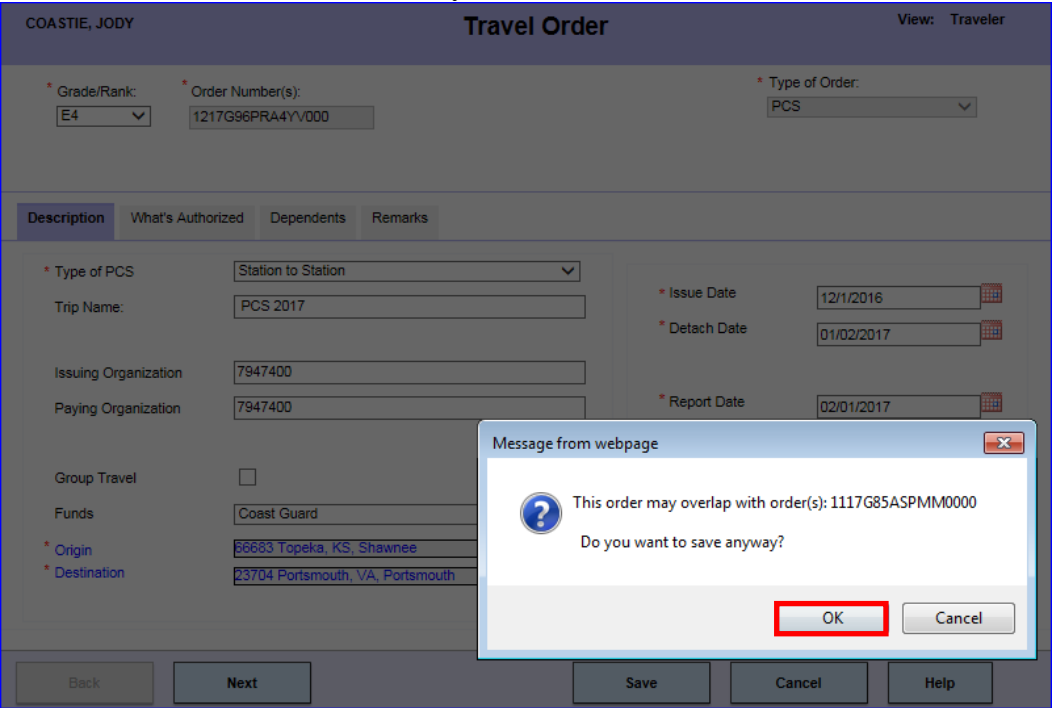
When separating, a member has 180 days to elect to relocate to their Home of Record/Home of Selection.

Members that retire have one year to elect to relocate to their Home of Record/Home of Selection.

PCS with TDY Enroute (TEM DU)

Introduction This section shows how to account for a member who performed Temporary Duty enroute from their old PDS to their new PDS. For the purposes of this example the TDY TONO and TPAX Claim were created first. We will focus on the PCS claim with the TDY already created.

Procedures See below.

Step	Action
1	<p>TPAX will inform you that the PCS TONO may conflict with the TDY TONO. Click OK in order to save the newly created settlement.</p>  <p>The screenshot displays the 'Travel Order' form for 'COASTIE, JODY'. The form includes fields for Grade/Rank (E4), Order Number(s) (1217G96PRA4YV000), and Type of Order (PCS). Below these are tabs for Description, What's Authorized, Dependents, and Remarks. The Description tab is active, showing fields for Type of PCS (Station to Station), Trip Name (PCS 2017), Issuing Organization (7947400), Paying Organization (7947400), Group Travel (unchecked), Funds (Coast Guard), Origin (66683 Topeka, KS, Shawnee), and Destination (23704 Portsmouth, VA, Portsmouth). A 'Message from webpage' dialog box is overlaid on the form, stating: 'This order may overlap with order(s): 1117G85ASPM0000. Do you want to save anyway?'. The dialog box has 'OK' and 'Cancel' buttons, with 'OK' highlighted by a red rectangle. At the bottom of the form are buttons for Back, Next, Save, Cancel, and Help.</p>

Continued on next page

PCS with TDY Enroute (TEM DU), Continued

Procedures,
continued

Step	Action
2	<p>Input your home address at your new PDS. Then click Next.</p> <div><div>COASTIE, JODY TONO: 1217G86PRAY4V000</div><div>Settlement Request</div><div>View: Traveler</div></div> <div>Type of order: PCS Covered from: 1/2/2017 to: 2/1/2017 Type of Settlement Partial Type of Partial: Not a Partial</div> <div>Remit To Transactions Entitlements Computations Financial Remarks</div> <div>* Address 1: 1234 ICEBREAKER LANE Address 2: * City: PORTSMOUTH * Country/State: VA VIRGINIA * Zip: 23703</div> <div>Next Manage Images Receipts SAVE Cancel Help</div>
3	<p>Any Advances entered would display here. Click Next.</p> <div><div>COASTIE, JODY TONO: 1217G86PRAY4V000</div><div>Settlement Request</div><div>View: Traveler</div></div> <div>Type of order: PCS Covered from: 1/2/2017 to: 2/1/2017 Type of Settlement Partial Type of Partial: Not a Partial</div> <div>Remit To Transactions Entitlements Computations Financial Remarks</div> <div>Locked Date Type Amount View Advances</div> <div>Back Next Manage Images Receipts SAVE Cancel Help</div>

Continued on next page

PCS with TDY Enroute (TEM DU), Continued

Procedures,
continued

Step	Action
4	<p>Click Add This Entitlement.</p> <div><div>COASTIE, JODY TONO: 1217G86PRAY4V000</div><div>Settlement Request</div><div>View: Traveler</div><div>Type of order: PCS Covered from: 1/2/2017 to: 2/1/2017 Type of Settlement: Partial Type of Partial: Not a Partial</div><div>Remit To Transactions Entitlements Computations Financial Remarks</div><div>Travel Not Performed: <input type="checkbox"/> Effective Date: 1/2/2017</div><div>Entitlement Type Dates Encompassed Status</div><div>Enroute PCS Travel</div><div><= Add This Entitlement</div><div>Back Next Manage Images Receipts SAVE Cancel Help</div></div>
5	<p>Check the Owner operator of POV box, leave the number of cars authorized as one, select the member and then click Next.</p> <div><div>COASTIE, JODY</div><div>Enroute PCS Travel</div><div>View: Traveler</div><div>TONO: 1217G86PRAY4V000 Proceed Date: 1/2/2017 Type of order: PCS Number of Days: 31 End Date: 2/1/2017</div><div>What's Authorized Itinerary Reimbursables</div><div><input checked="" type="checkbox"/> Owner operator of POV <input type="checkbox"/> No MALT Number of cars authorized: 1</div><div>Who Being Paid</div><div>JODY (Member)</div><div>Select All Unselect All</div><div>Next Accept Changes Cancel Help</div></div>

Continued on next page

PCS with TDY Enroute (TEM DU), Continued

Procedures,
continued

Step	Action													
6	<p>Select Greater than or equal to 24 hours from the Duration of Travel drop-down.</p> <div><div>COASTIE, JODY</div><div>Enroute PCS Travel</div><div>View: Traveler</div></div> <div><div>TONO: 1217G86PRAY4V000</div><div>Proceed Date: 1/2/2017</div><div>Type of order: PCS</div><div>Number of Days: 31</div><div>End Date: 2/1/2017</div></div> <div><div>What's Authorized</div><div>Itinerary</div><div>Reimbursables</div></div> <div>Duration of travel: <div>No trip itinerary to be entered Greater than or equal to 24 hours</div></div> <table><thead><tr><th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>Who Else Traveling</th><th>AE%</th><th>Lodging</th><th>Taxes</th><th>Miles</th></tr></thead></table> <div>Add / Edit Trip Itinerary</div> <div><div>Back</div><div>Next</div><div>Accept Changes</div><div>Cancel</div><div>Help</div></div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	AE%	Lodging	Taxes	Miles
Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	AE%	Lodging	Taxes	Miles		

Continued on next page

PCS with TDY Enroute (TEM DU), Continued

Procedures,
continued

Step	Action																																																																											
7	<p>BEFORE YOU ENTER THE PCS ITINERARY SCREEN: Ensure your dates of departure and arrival are correct and authorized by your orders. In this Scenario, the TDY TONO was already entered. DO NOT include the TDY travel dates in the Itinerary. This screenshot is the TDY trip that was previously entered. DO NOT INCLUDE THIS TRAVEL IN YOUR PCS CLAIM.</p> <div><div>COASTIE, JODY TONO: 1117G85ASPM0000</div><div>ItineraryView: Traveler</div><table border="1"><thead><tr><th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Meals</th><th>AE%</th><th>Lodging</th><th>Taxes</th><th>Miles</th><th></th><th></th></tr></thead><tbody><tr><td>1/9/2017</td><td>DEP</td><td>20593 US Coast Guard, DC, Dist of Columbia</td><td>CS</td><td><input checked="" type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td>CQ</td><td>CM</td><td>0</td><td>182.00</td><td>11.50</td><td>0</td><td>Edit</td><td>Del</td></tr><tr><td>1/9/2017</td><td>ARR</td><td>20593 US Coast Guard, DC, Dist of Columbia</td><td>TD</td><td><input checked="" type="checkbox"/></td><td></td><td>LDP</td><td></td><td></td><td></td><td></td><td></td><td></td><td>Insert</td><td></td></tr><tr><td>1/14/2017</td><td>DEP</td><td>20593 US Coast Guard, DC, Dist of Columbia</td><td>CS</td><td><input type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td>NLG</td><td></td><td>0</td><td>0.00</td><td>0.00</td><td>0</td><td>Edit</td><td>Del</td></tr><tr><td>1/14/2017</td><td>ARR</td><td>20591 Washington, DC, Dist of Columbia</td><td>MC</td><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Insert</td><td></td></tr></tbody></table><div><div>Add Leg</div><div>Accept ChangesCancel ChangesHelp</div></div></div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles			1/9/2017	DEP	20593 US Coast Guard, DC, Dist of Columbia	CS	<input checked="" type="checkbox"/>		<input type="checkbox"/>	CQ	CM	0	182.00	11.50	0	Edit	Del	1/9/2017	ARR	20593 US Coast Guard, DC, Dist of Columbia	TD	<input checked="" type="checkbox"/>		LDP							Insert		1/14/2017	DEP	20593 US Coast Guard, DC, Dist of Columbia	CS	<input type="checkbox"/>		<input type="checkbox"/>	NLG		0	0.00	0.00	0	Edit	Del	1/14/2017	ARR	20591 Washington, DC, Dist of Columbia	MC	<input type="checkbox"/>									Insert	
Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles																																																																
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1/9/2017	ARR	20593 US Coast Guard, DC, Dist of Columbia	TD	<input checked="" type="checkbox"/>		LDP							Insert																																																															
1/14/2017	DEP	20593 US Coast Guard, DC, Dist of Columbia	CS	<input type="checkbox"/>		<input type="checkbox"/>	NLG		0	0.00	0.00	0	Edit	Del																																																														
1/14/2017	ARR	20591 Washington, DC, Dist of Columbia	MC	<input type="checkbox"/>									Insert																																																															

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PCS with TDY Enroute (TEM DU), Continued

Procedures,
continued

Step	Action																										
8	<p>This screenshot is the PCS trip that DOES NOT include the TDY travel. If your itinerary is correct, click Accept Changes.</p> <div><p>COASTIE, JODY View: Traveler</p><p style="text-align: center;">Enroute PCS Travel</p><div><p>TONO: <input type="text" value="1217G96PRA4YV000"/> Proceed Date: <input type="text" value="1/2/2017"/> Type of order: <input type="text" value="PCS"/> Number of Days: <input type="text" value="31"/> End Date: <input type="text" value="2/1/2017"/></p></div><p>What's Authorized Itinerary Constructed Itinerary Reimbursables</p><p>Duration of travel: <input type="text" value="Greater than or equal to 24 hours"/> ▼</p><table border="1"><thead><tr><th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>AE%</th><th>Who Else Traveling</th><th>Taxes</th><th>Miles</th></tr></thead><tbody><tr><td>1/2/2017 2/1/2017</td><td>DEP ARR</td><td>Topeka, KANSAS 23704 Portsmouth, VIRGINIA</td><td>PA MC</td><td><input checked="" type="checkbox"/> <input type="checkbox"/></td><td></td><td><input type="checkbox"/></td><td>NLG</td><td><input type="checkbox"/></td><td><input type="text" value="0"/></td><td><input type="text" value="0.00"/></td><td><input type="text" value="0.00"/></td><td><input type="text" value="1224"/></td></tr></tbody></table><p style="text-align: right;"><input type="button" value="Add / Edit Trip Itinerary"/></p><div><input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Exceptions"/> <input type="button" value="Occasionals"/> <input style="border: 2px solid red;" type="button" value="Accept Changes"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/></div></div> <p>Note: The Departure Date is prior to the TDY and it matches your departure date from your old PDS.</p>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles	1/2/2017 2/1/2017	DEP ARR	Topeka, KANSAS 23704 Portsmouth, VIRGINIA	PA MC	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	NLG	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="1224"/>
Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	AE%	Who Else Traveling	Taxes	Miles															
1/2/2017 2/1/2017	DEP ARR	Topeka, KANSAS 23704 Portsmouth, VIRGINIA	PA MC	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	NLG	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="1224"/>															

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PCS with TDY Enroute (TEM DU), Continued

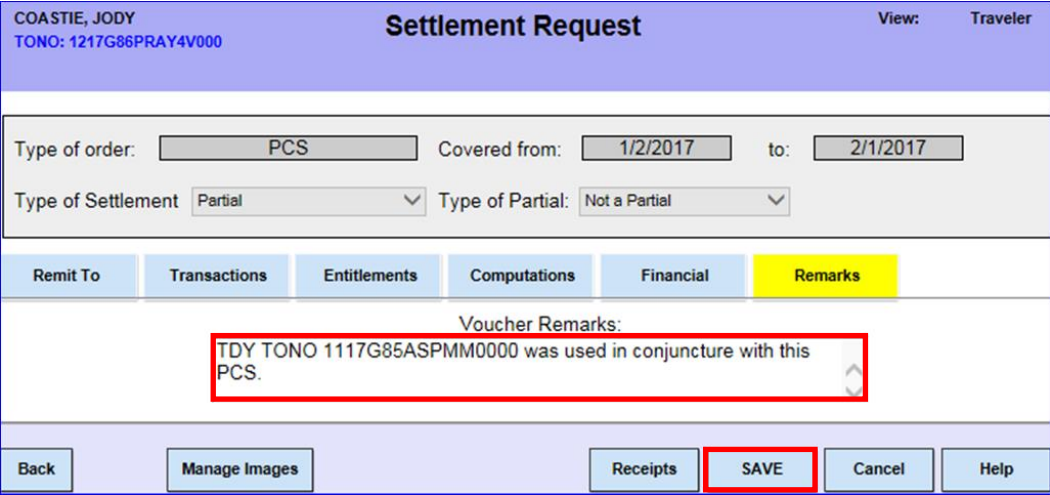
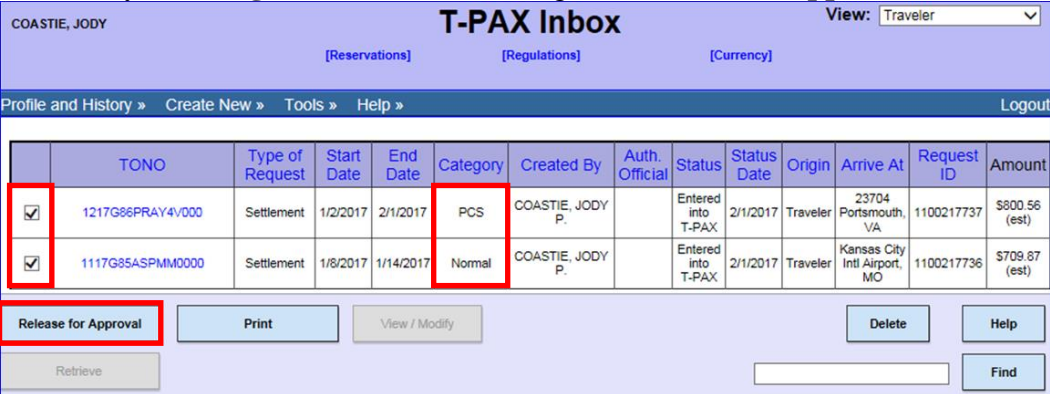
Procedures,
continued

Step	Action
9	<p>Go to the Computations tab and check your calculations for accuracy. Click Next.</p>
10	<p>Click Add/Modify Accounting to add your Line of Accounting, then click Next.</p>

Continued on next page

PCS with TDY Enroute (TEM DU), Continued

Procedures,
continued

Step	Action
11	<p>Enter your Voucher Remarks. Make sure to include your TDY TONO. When finished click Save.</p>  <p>Ensure you have all orders and any receipts over \$75.00 scanned and attached in the Manage Images section of TPAX.</p>
12	<p>After attaching your images to your claims, release them to the Authorizing Official by selecting the claims and clicking the Release for Approval button.</p> 

Travel Time Less Than Authorized

Introduction This section shows how to account for a member using less travel time than authorized. This member was authorized leave but at the last minute chose not to take it and drove straight through.

Procedures See below.

Step	Action																						
1	<p>When entering the Itinerary, enter each leg as it actually occurred. When finished, click Accept Leg.</p> <div> <div> COASTIE, JODY TONO: 1217G96PRA4YV000 </div> <div> Itinerary View: Traveler </div> </div> <table border="1"> <thead> <tr> <th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Embark? Meals</th><th>Who Else Traveling</th><th>AE%</th><th>Lodging Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td> Departure Date: 01/01/2017 Method of Transportation: <input checked="" type="checkbox"/> Duty Day PA - Private Auto </td><td> Departure Location (click to edit): 33131 Miami, FL, Miami-Dade </td><td> <input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark </td><td> Method of Reimbursement: </td><td> Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 3100 </td></tr> <tr> <td> Arrival Date: 01/05/2017 Reason for Stop: MC - Mission Complete <input type="checkbox"/> Duty Day </td><td> Arrival Location (click to edit): 94501 Alameda, CA, Alameda </td><td> <input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark </td><td> Method of Reimbursement: </td><td> Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 3100 </td></tr> </tbody> </table> <div> Accept Leg Cancel Changes </div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	AE%	Lodging Taxes	Miles	Departure Date: 01/01/2017 Method of Transportation: <input checked="" type="checkbox"/> Duty Day PA - Private Auto	Departure Location (click to edit): 33131 Miami, FL, Miami-Dade	<input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark	Method of Reimbursement:	Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 3100	Arrival Date: 01/05/2017 Reason for Stop: MC - Mission Complete <input type="checkbox"/> Duty Day	Arrival Location (click to edit): 94501 Alameda, CA, Alameda	<input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark	Method of Reimbursement:	Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 3100
Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Embark? Meals	Who Else Traveling	AE%	Lodging Taxes	Miles												
Departure Date: 01/01/2017 Method of Transportation: <input checked="" type="checkbox"/> Duty Day PA - Private Auto	Departure Location (click to edit): 33131 Miami, FL, Miami-Dade	<input type="checkbox"/> Is Local <input type="checkbox"/> Is Embark	Method of Reimbursement:	Daily Ldg Cost: 0 Lodging Tax: 0 Miles: 3100																			
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Continued on next page

Travel Time Less Than Authorized, Continued

Procedures,
continued

<div>Step</div> <div>3</div>	<div>To see how many days the member is actually getting paid, click Calcs.</div> <div><div><div>COASTIE, JODY</div><div>TONO: 1217G96PRA4YV000</div></div><div><div>Settlement Request</div><div>View: Traveler</div></div><div><div>Type of order: PCS</div><div>Covered from: 1/1/2017</div><div>to: 1/23/2017</div></div><div><div>Type of Settlement Partial</div><div>Type of Partial: Not a Partial</div></div><div><div>Remit To</div><div>Transactions</div><div>Entitlements</div><div>Computations</div><div>Financial</div><div>Remarks</div></div><div><div>Travel Not Performed: </div><div>Effective Date: 1/20/2017</div></div><div><table><tr><th></th><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th><th></th><th></th><th></th></tr><tr><td>Edit</td><td>Enroute PCS Travel</td><td>1/1/2017-1/5/2017</td><td>Validated Data</td><td>Delete</td><td>Calcs</td><td>Comp</td></tr></table><div></div><div><= Add This Entitlement</div></div><div><div>Back</div><div>Next</div><div>Manage Images</div><div>Receipts</div><div>SAVE</div><div>Cancel</div><div>Help</div></div></div>		Entitlement Type	Dates Encompassed	Status				Edit	Enroute PCS Travel	1/1/2017-1/5/2017	Validated Data	Delete	Calcs	Comp																																																																																																		
	Entitlement Type	Dates Encompassed	Status																																																																																																														
Edit	Enroute PCS Travel	1/1/2017-1/5/2017	Validated Data	Delete	Calcs	Comp																																																																																																											
<div>4</div>	<div><div>Although member was authorized 9 days to travel, the member only took 5 days to drive so that is all the member is going to get reimbursed for. Click Done.</div><div><div><div>COASTIE, JODY</div><div>TONO: 1217G96PRA4YV000</div></div><div><div>Daily Expenses</div><div>View: Traveler</div></div><div><div>Audit Remarks</div><div>Done</div></div><div><table><tr><th>Date</th><th>Day Type</th><th>Ldg Rate</th><th>M&IE Rate</th><th>Br</th><th>Ln</th><th>Dn</th><th>Lodg</th><th>Break</th><th>Lunch</th><th>Dinner</th><th>Incdtl</th><th>M&IE Amount</th><th>Total Amount</th><th>Lodging Tax</th><th>Taxable</th></tr><tr><td>01/01</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr><tr><td>01/02</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr><tr><td>01/03</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr><tr><td>01/04</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr><tr><td>01/05</td><td>FP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td>142.00</td><td>0.00</td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Total</td><td>710.00</td><td>0.00</td><td></td></tr></table></div></div></div>	Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incdtl	M&IE Amount	Total Amount	Lodging Tax	Taxable	01/01	FP											0.00	142.00	0.00		01/02	FP											0.00	142.00	0.00		01/03	FP											0.00	142.00	0.00		01/04	FP											0.00	142.00	0.00		01/05	FP											0.00	142.00	0.00														Total	710.00	0.00	
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